



C.D. MOODY

CONSTRUCTION

COMPANY, INC.

SINCE 1988

6017 REDAN ROAD

LITHONIA, GA 30058

PHONE 770.482.7778

FAX 770.482.7727

WWW.CDMOODYCONSTRUCTION.CO

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PROJECT: SOUTHEAST ATLANTA BRANCH LIBRARY  
LOCATION: 1463 Pryor Road, Atlanta, GA 30315  
ARCHITECT: Stanley Love-Stanley.

C. D. Moody Construction Company Inc, invites you to submit a quotation for the scope of work you typically perform for the above referenced project.

**BIDS DUE: October 30, 2014 @ 2:00 PM**

**PRE-BID CONFERENCE: October 14, 2014 @ 1:00 PM**  
**Fulton County Department of Purchasing Bid Room**  
**130 Peachtree Street., SW**  
**Suite 1168**  
**Atlanta, GA 30303-3459**

**MAIL OR HAND DELIVER BIDS TO: Fulton County Department of Purchasing**  
**130 Peachtree Street., SW**  
**Suite 1168**  
**Atlanta, GA 30303-3459**

**EMAIL BIDS TO: Mark Hawks**  
[Mark.Hawks@fultoncountyga.gov](mailto:Mark.Hawks@fultoncountyga.gov)

**EFAX BIDS TO: 404-335-5040**

**DOCUMENT AVAILABILITY: LDI-CONYERS 770-922-5244**  
**Fulton County Department of Purchasing Plan Room**  
**130 Peachtree Street., SW**  
**Suite 1168**  
**Atlanta, GA 30303-3459**

**CDM POINT OF CONTACT: David Rather; [drather@cdmoodyconstruction.com](mailto:drather@cdmoodyconstruction.com); 770-547-7676**

Contract Drawings, Specifications, Addenda and Bid Packages are available for review on our website @ [www.cdmooddyconstruction.com](http://www.cdmooddyconstruction.com), Click on Subcontractor, Click on Plan Room, Click on View, scroll down to Open FTP Site with Explorer, Login/ftpuser, Password/cdmftp, go to plan room. Folder as follows: Fulton County Library South East/Stamley L Stanley/(14).09.03 GMP Pricing.

We are interested in receiving quotations for the following divisions of work: Division 03 Concrete, Division 04 Masonry, Division 05 Structural and Misc. Steel, Division 06 Architectural Woodwork and Solid Surface Countertops, Division 07 Thermal and Moisture Protection, Division 08 Openings, Division 09 Finishes, Division 10 Specialties, Division 11 Equipment, Division 12 Furnishings, Division 21 Fire Protection, Division 23 HVAC, Division 31 & 33 Earthwork and Utilities, Division 32 Exterior Improvements.

**NOTE: ALL BIDS MUST BE IN ACCORDANCE WITH BID DOCUMENTS. CDM EXPECTS EACH BIDDER TO PROVIDE THEIR PRICE WITH EACH SECTION OF THE SPECIFICATION.**

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## BID PACKAGE INDEX FOR SOUTHEAST ATLANTA BRANCH LIBRARY

<u>Division Bid Package #</u>	<u>Description of Work</u>	<u>Bid Phase #</u>
Division 03	Cast-In-Place Concrete	2
Division 04	Masonry	2
Division 05	Structural and Miscellaneous Steel	2
Division 06	Architectural Woodwork and Solid Surface Countertops	2
Division 07A	Building Envelope Waterproofing	2
Division 07B	Composite Metal Panels	2
Division 07C	Roofing	2
Division 08A	Doors/Frames/Hardware (Materials)	2
Division 08B	Doors/Frames/Hardware (Installation)	2
Division 08C	Aluminum Entrances and Storefronts	2
Division 08D	Translucent Wall and Roof Assemblies	2
Division 09A	Gypsum Assemblies and ACT	2
Division 09B	Tiling	2
Division 09C	Resilient Flooring and Carpet	2
Division 09D	Fiberglass Reinforced Wall Panels	2
Division 09E	Painting and Coating	2
Division 10A	Accessories	2



Division 10B	Dedication Plaque	2
Division 11A	Residential Appliances	2
Division 11B	Book Depositories	2
Division 12A	Entrance Mats and Frames	2
Division 12B	Bike Racks	2
Division 21	Fire Protection	2
Division 23	HVAC	2
Division 31 & 33	Earthwork & Utilities	2
Division 32	Flexible Paving (Asphalt/Markings)	2
Division 32	Landscaping	2
Division 32	Rigid Paving (Site Concrete)	2





## **INSTRUCTIONS TO BIDDERS**

### **CONTRACT DOCUMENTS**

1. Contract Documents include the following:
  - A. Construction Drawings dated 09/03/2014
  - B. Construction Specifications dated 09/03/2014
  - C. Addenda #1 dated 9/12/14 (See attached)
  - D. Addenda #2 dated 9/25/14 (See attached)
  - E. Addenda #3 dated 10/7/14 (See attached)
2. Bidders may obtain all bidding documents from LDI Reproprinting, phone number 770-922-5244, fax number 770-922-5309, website ([www.ldiline.com](http://www.ldiline.com)). Payment arrangements for drawings and specifications are the sole responsibility of the bidder.
3. All bidders are to review and comply with all Contract/Bidding Documents. If you review the contract drawings and specifications at a Plan Room, you are still responsible for obtaining Contract Documents listed above.
4. Drawings, specifications, addendums, bid form, and instructions to bidders may be examined at the following location:

**Fulton County Department of Purchasing  
130 Peachtree Street SW  
Atlanta, GA 30303**

### **Bid Information**

1. Bidding Process is fifteen (15) days and hereby defined as: the Advertisement for Bids, the complete Bid Package Requirements;



specifically noted as the Bid Package Index, Instruction to Bidders, Bid Form, Pre-bid Conference Flyer, Request for Information Form, Subcontractor Qualification Form, CD Moody Construction Co., (CDM) Subcontract Agreement, and Specific Bid Packages.

2. Addenda are written or graphic instruments issued by Stanley, Love-Stanley (SLS) prior to Bid opening which modify or interpret the Contract Documents by additions, deletions, clarifications, corrections or revisions.
3. A Bid is a complete and properly executed Bid Package to perform the Work submitted in accordance with all of the Contract Documents.
4. The "Base Bid", is the sum stated in the Bid Form for which the Bidder offers to perform a complete Summary of Work described in the Contract Documents. Work may be added to or deducted from the base bid for the sums stated in the Alternates, if any. The Alternate amount is to include labor, material, sales tax, equipment, overhead and profit, all cost relative to the cost of work.
5. An Alternate Bid amount is an amount stated in the Bid to be added to or deducted from the Base Bid for a specified change in the scope of work. CDM and /or AFPLS have the right to accept or not to accept the alternate bids.
6. A Unit Price is an amount stated in the Bid as a price per unit of measurement for specified labor, materials, taxes, equipment or services or a portion of the Work as described in the Contract Documents. Unit costs are to include all relative cost to perform or not to perform work in units of measurement for the duration of the contract agreement. CDM and /or AFPLS have the right to accept or not accept unit costs.
7. A bidder is a person or entity who completes and submits a mandatory Bid Package and fully completed Bid Form.
8. Where an item of work is noted to be provided "as needed", CDM has the sole responsibility to determine the need. This determination of need may be arrived at entirely without regard to any other right or remedy by CDM. The bidder does hereby waive all future claims arguing the "determination of need" with CDM.



### **Bidding Procedures**

1. Bid Packages with Bid Form are to be received by at Fulton County Department of Purchasing, on behalf of CD Moody Construction Company, Inc. as noted in the Invitation to Bid.
2. All requested lump sum costs and unit cost items shall be bid. All blanks on the Bid Package Bid Forms shall be filled in by typewritten, or manually in ink. Manual entries must be legible.
3. Where so indicated on the Bid Forms, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the amount written in words shall govern.
4. Alterations and erasures must be initialed by the signer of the Bid.
5. All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" as the Alternate Bid for that Alternate. Any Alternated Bid left blank may be deemed as a non-responsive bid or no cost.
6. The Bidder shall make no additional stipulations on the Bid Form nor qualify the Bid in any other manner.
7. Bidder, all signatures shall have the name and title of the signer typed or manually written in ink below the signature.
8. The Bid Package must be submitted enclosed in an envelope and sealed. Bid can be mailed or hand delivered (by bid date and time listed on invitation to bid) and shall be addressed to Fulton County Department of Purchasing, c/o CD Moody Construction Co., Inc. and clearly identified with the Project Name, the Bidders Name and Address, and the designated Bid Package Number for which the Bid is submitted. Bidder shall agree not to withdraw bid proposals for sixty (60) calendar days after date of receipt of bids.



9. Bidders must submit a separate Bid for Each Bid Package Scope of Work. If bidders wish to combine Packages to present a savings then one must specify the savings as indicated on the Bid Form.
10. Bids shall be deposited at the designated location prior to Bid Time on the Bid Date for receipt of Bids indicated in the Advertisement for Bids or any extension thereof made by Addendum.
11. The Bidder shall assume full responsibility for timely bid delivery at the location designated for receipt of Bids. The date and time for receipt is as set forth in the Invitation to Bid. Bids received after this date and time will not be accepted.

### **Basis of Award**

The contract award shall be made to the responsible bidder submitting the bid that is determined through analysis to provide the best value within the GMP budget. The bidder must comply with all Contract Documents requirements. The best value bid shall be determined on the Base Bid less any selected deductive alternates. Additive alternates may be exercised in any priority order and will be considered only after the low bid has been determined.

1. Opening of Bids. The properly identified timely Bids will be opened privately.
2. Rejection of Bids. Fulton County Department of Purchasing and CDM, reserves the right to reject any or all bid proposals and to waive any technicalities.
3. A bidder may be judged to be not responsible if they have failed to perform or complete work in a responsible manner on other similar projects.
4. Fulton County Department of Purchasing and CDM shall have the right to waive informalities or irregularities in a Bid Form received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.



5. Each Bidder shall be prepared to commence Work upon the date it receives the "Notice to Proceed" to be issued by CDM, or such later date as may be set forth therein.

### **Interpretations**

1. Copies of addenda will be made available for inspection wherever Contract Documents are on file during the bidding process. Copies of addenda may be purchase from LDI Reproprinting. Obtaining the addendums and payment arrangements for addendums are the sole responsibility of the bidder.
2. Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all addenda issued, if any, and the Bidder shall acknowledge their receipt in the Bid Forms. Failure of a Bidder to receive or acknowledge any addendum shall not relieve the Bidder of any obligation under the Bid. All addenda shall become part of the Contract Documents when issued.
3. Oral interpretations of the Construction Drawings and Specifications will not be made. Request for Information shall be made in writing to CDM ten (10) days prior to bid date. Fulton County Department of Purchasing, SLS, and CDM will not accept responsibility for any oral instructions or interpretations of the drawings, specifications, and/ or bidding documents. Failure of the successful Bidder to request or to receive and affirmative response before the bid day to a Request for Information shall not relieve the bidder of the obligation to execute the Work, at the bid price in accordance with a later interpretation by SLS or CDM
4. The Bidder shall carefully study and compare all Bid Packages with each other to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, insure compliance with national and local building codes, regulations, and shall at once report to CDM any errors inconsistencies or ambiguities in the Contract Documents.



### **Bidders Representations and Warranties**

1. Bidders shall carefully examine all Contract Documents. The Bidder, by submitting a Bid, represents and warrants that:
  - a. The Bidder has read and understands the Contract Bidding Documents and the Bid is made in accordance therewith.
  - b. The Bidder has visited and examined the site; obtained first hand knowledge of existing conditions; understands the character, quality and quantity of the products needed for the prosecution of the Work; the general and local conditions and all other matters which can in any way affect the prosecution of the Work; is aware of all conditions and restraints under which the Work is to be performed; and has correlated all the Bidder's personal observations, any other facts presented herein or conditions that are known to or reasonably knowable by the Bidder with the requirements of the Contract Bidding Documents, including the proposed contract.
  - c. The bid is based upon furnishing the Work, including services, supervision, labor, materials, equipment, systems, applicable taxes, warranties and other things required by the Contract Bidding Requirements.
  - d. All subcontractor permit fees are included.
  - e. The bidder, if successful, will enter into a contract with CDM for the scope of work defined in the Contract Bidding Documents, and Bid Packages in the form of a C. D. Moody Construction Company Standard Contract Agreement.
2. The failure or omission of any Bidder to examine the site or any of the Contract Bidding Documents shall in no way relieve any Bidder from any obligation in respect to the Bid or the performance of the Contract if awarded. The successful Bidder shall not be entitled to any additional compensation for conditions, which could or should have been determined



by examining the site and the Contact Bidding Documents as described above.

3. Fee Exemptions: Project is not exempt from utility connection fees of any kind. The Bidder has included all necessary utility connection fees associated with their work.

### **Substitutions**

1. No substitutions for specified materials, equipment and manufacturers will be considered in the Base Bid Pricing.
2. Potential substitutions may be considered only if submitted as a Value Engineering Option and should be listed on Proposal as an alternate (Ref. Section 01 2500 of the Construction Specifications). All documentation for a Value Engineering Substitution must be submitted to C. D. Moody Construction Company Inc, with the Bid Package on the bid date specified. Such Value Engineering Options shall include the name of the specified product, material, or equipment, and the drawing number or specification section as appropriate. The request shall provide a complete description of the proposed substitution including drawings, performance, test data, and other information necessary for an evaluation. The Value Engineering Option shall explain fully the difference, if any, between the specified product and the one or more named in the specifications, including difference in cost. A statement setting forth changes in other materials, equipment or other portions of work including changes in the work of other contracts that incorporation of the propose substitution would require shall be included in the request. The burden of proof of the merit of the propose substitution is upon the sole responsibility of the bidder. The Architect's decision of the approval or disapproval of the proposed Value Engineering Substitution shall be final.
3. Material Testing can only be performed by Atlanta-Fulton County Public Library System (AFPLS) approved testing firm. The approved firm is as follows: CARDNO ATC



### **Bid Bonds, Payment bonds, Performance Bonds**

1. Bid Bonds are not required for this project. Payment and Performance Bonds in the amount of 100% for the successful awarded bids in excess of **\$50,000.00**, must be furnished from a bonding company with a Best rating of "A" or better, and will be required from the successful bidder on standard AIA Performance and Payment Bond Forms.
2. The cost of said bonds shall be identified and clearly labeled on the Bid Form where required.
3. In the event the Subcontractor shall fail to promptly provide such bonds CDM may terminate the intent to enter into an Agreement or Executed Agreement, and re-award the Work to another subcontractor, and subcontractor shall indemnify and hold CDM harmless from all added costs and expenses incurred by CDM as a result thereof.
4. If a Base Bid exceeds \$50,000.00, and the Bidder is awarded a Contract, the Bidder or Subcontractor shall not commence its Work without having said Performance and Payment bonds and any such commencement shall not be considered a waiver, or release by CDM of the above requirements. Subcontractor shall be deemed to have proceeded with Work, at its own risk, and shall not be entitled to payment hereunder until such bonds are delivered to CDM.

### **Equal Employment and Nondiscrimination**

1. AFPLS, SLS, and CDM are committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination based on race, creed, color, sex, age, religion, national origin, or disability in employment.
2. It is the desire of AFPLS, SLS, and CDM that Minority Businesses be given the opportunity to bid on the various parts of the Work. This desire is not intended to restrict or limit competitive bidding or to increase the cost of the Work. AFPLS, SLS, and CDM support a healthy free market system that seeks to include responsible businesses and provide ample opportunities for business growth and development.
3. A Bidder must acknowledge on the Bid Package Form whether or not they are certified Minority Business Enterprise.



**SOUTHEAST ATLANTA LIBRARY  
ADDENDUM #1  
SEPTEMBER 12, 2014**

This Addendum #1 dated September 12, 2014 issued by C D Moody Construction, Co., Inc. is hereby made part of the Southeast Atlanta Library. The changes and/or clarifications included in this Addendum shall be considered as part of the Bidding Documents and shall supersede, amend, add to, or subtract from those conditions included in the original Bid Documents, including the Project Bid Package, Drawings, Specifications, previous Addenda, etc.

Failure to acknowledge this Addendum may subject Bidder to disqualification.

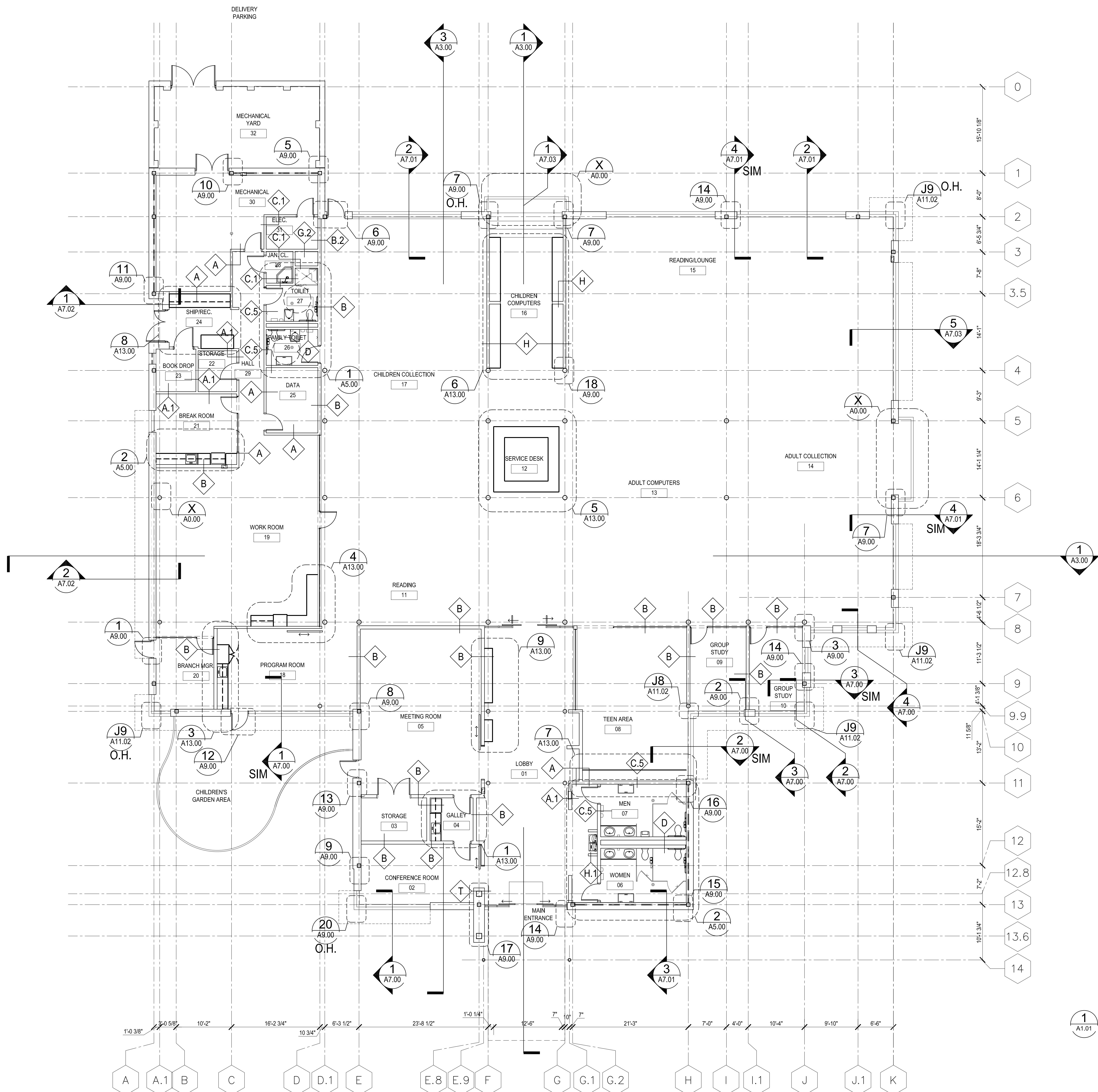
**Addendum #1 Contract Drawings**

- Drawings A01.01, A02.00, A02.01, A02.02, A03.00, A07.00, A07.01, A07.02, A07.03, A07.10 and A07.11 dated 9/12/14. Drawings listed have been issued to supersede corresponding drawings dated 9/3/14.

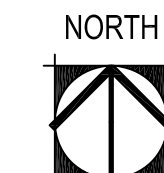
**Bid Package General Requirements**

- Bid Package Division 21 Fire Protection: Change All General Requirements to list spec. sections to 01 2300 – 01 9100.
- Bid Package Division 22 Plumbing: Change All General Requirements to list spec. sections to 01 2300 – 01 9100.
- Bid Package Division 23 HVAC: Change All General Requirements to list spec. sections to 01 2300 – 01 9100.
- Bid Package Division 26 & 28 Electrical & Fire Alarm: Change All General Requirements to list spec. sections to 01 2300 – 01 9100.

**END OF ADDENDUM #1**



1 DETAIL MAP  
A1.01 SCALE: 1/8"=1'-0"



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CONSULTANT

DRAWING TITLE

DETAIL MAP



PROFESSIONAL SEAL

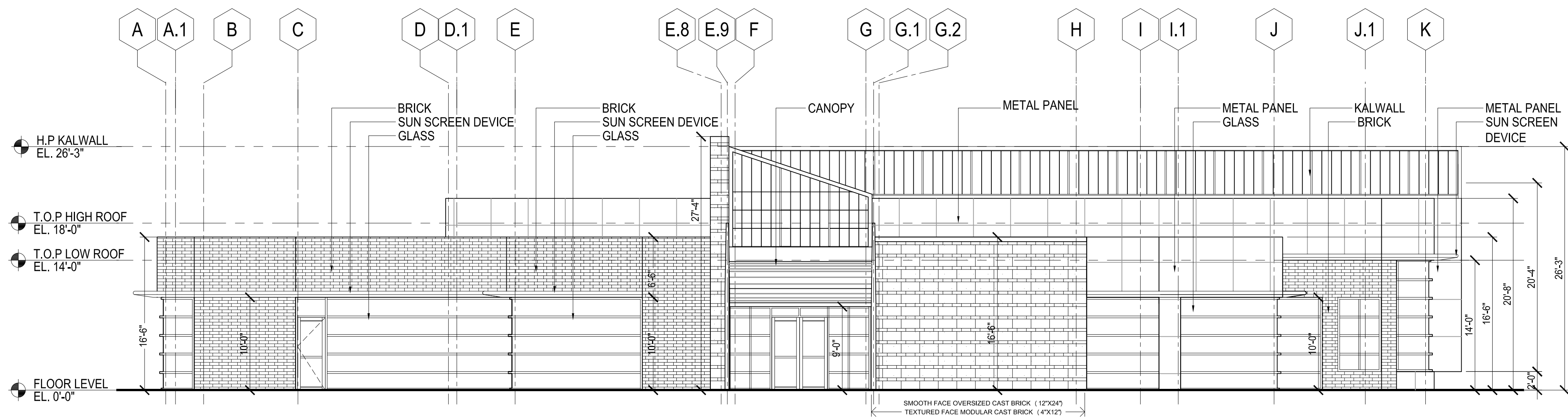
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GMP ADD#01	9/12/2014

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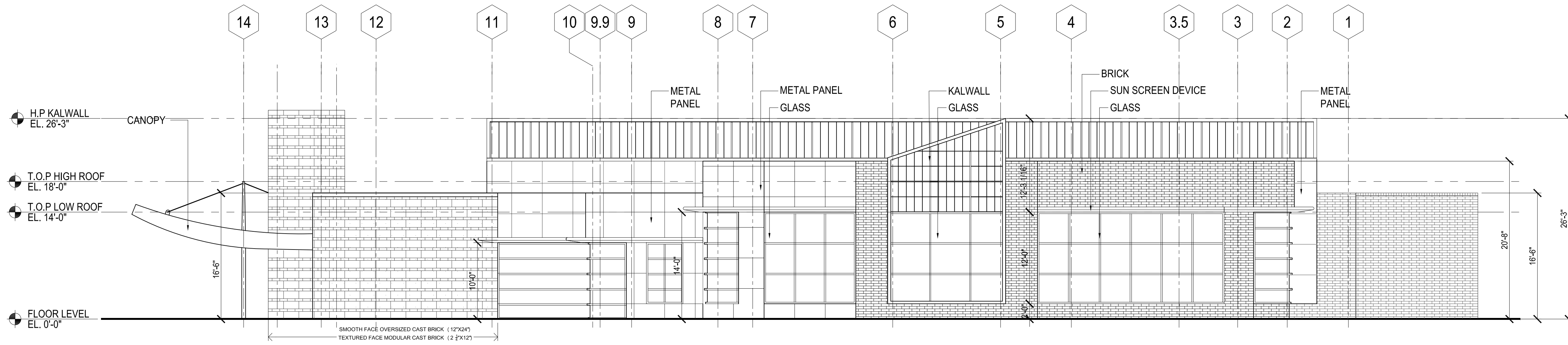
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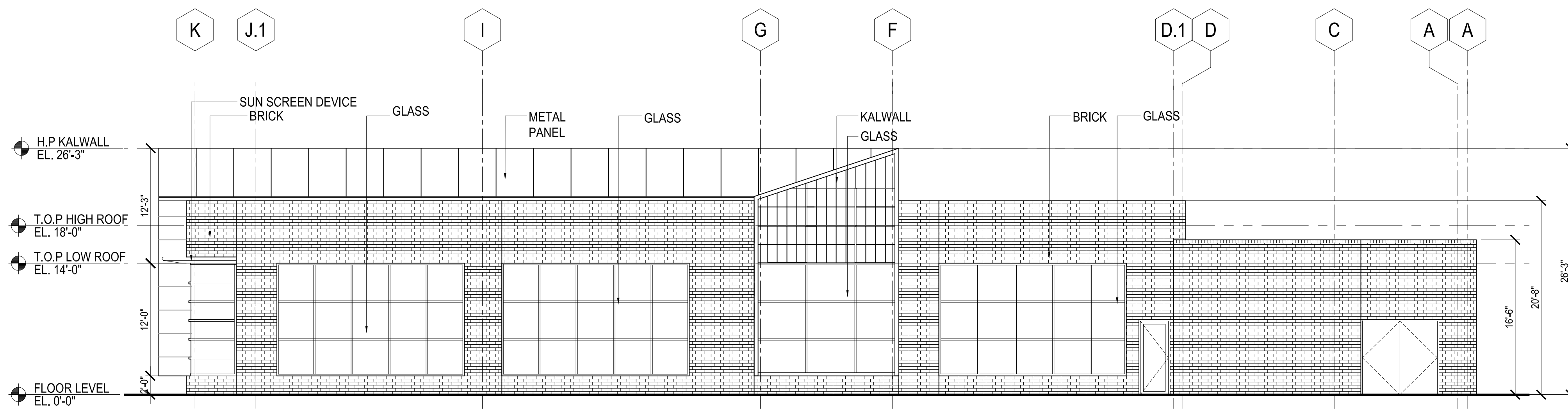
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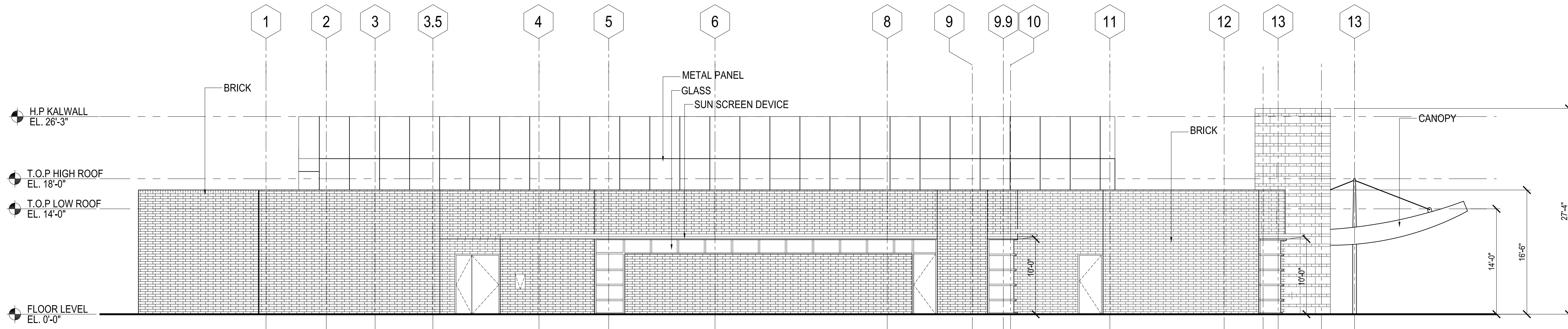
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A2.00 SCALE: 1/8"=1'-0"



2 EAST BUILDING ELEVATION  
A2.00 SCALE: 1/8"=1'-0"



3 NORTH BUILDING ELEVATION  
A2.00 SCALE: 1/8"=1'-0"



4 WEST BUILDING ELEVATION  
A2.00 SCALE: 1/8"=1'-0"

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404-878-6841 fax  
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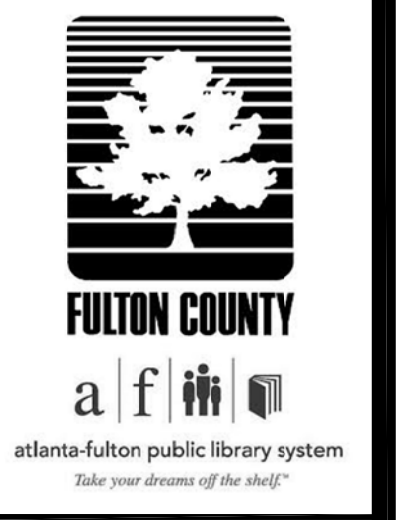
10 WASHINGTON PARK  
GREENVILLE, SOUTH CAROLINA 29601  
PHONE: (864) 243-0761  
FAX: (864) 501-9845  
www.craiggauldendavis.com

NEW SOUTHEAST  
ATLANTA PUBLIC LIBRARY  
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ATLANTA / FULTON COUNTY, GEORGIA 30315

CONSULTANT

DRAWING TITLE

BUILDING  
ELEVATIONS



PROFESSIONAL SEAL

ISSUE/ REV.	DATE
GMP SET	9/3/2014
GMP ADD#01	9/12/2014

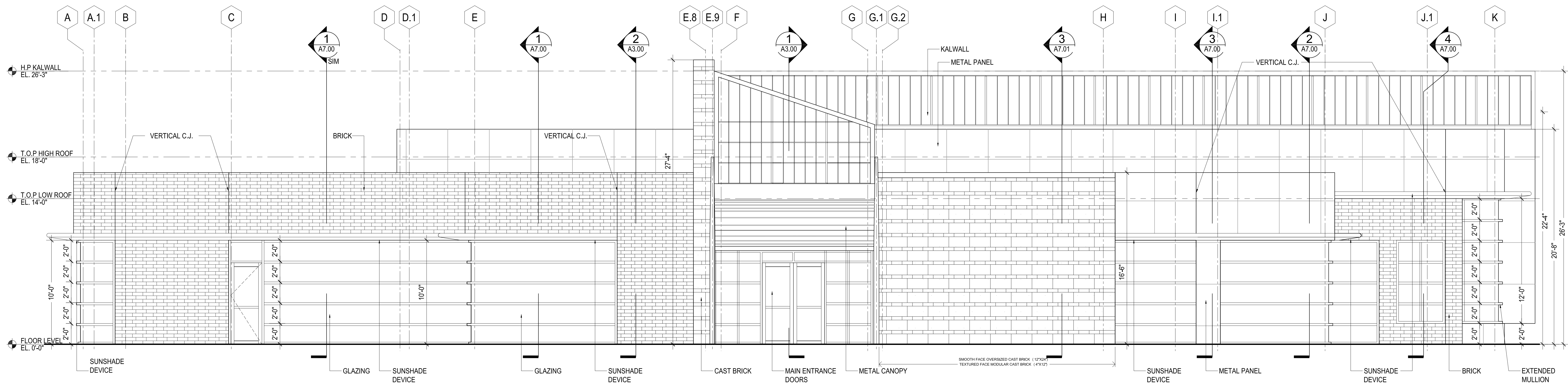
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The dimensions of which are 3/16" and 1/8". The scales  
used herein are hereby changed to the scales of the original  
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of the original drawing.

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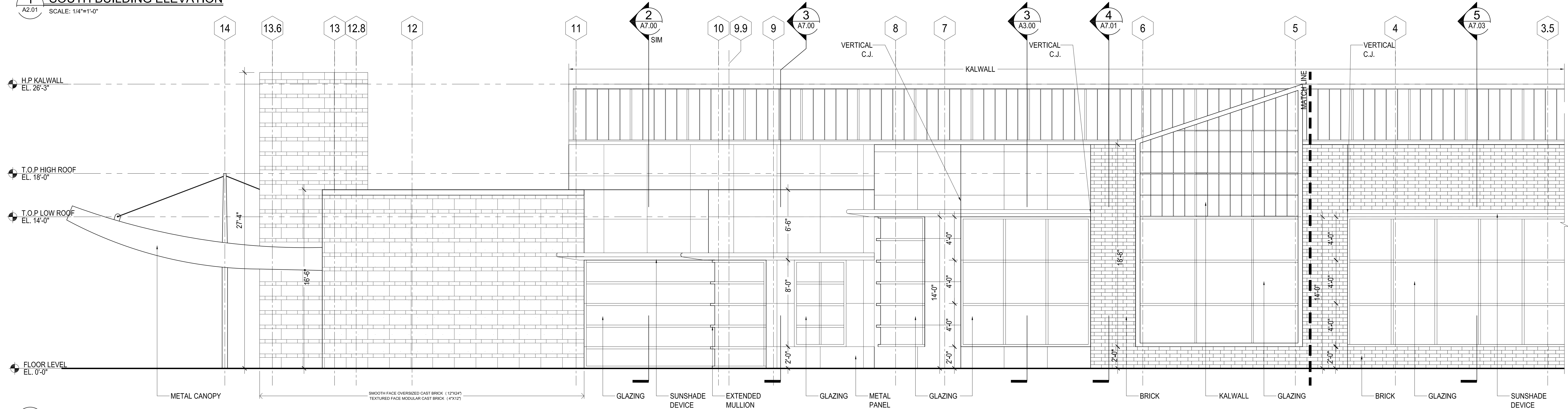
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DRAWN	
CHECKED	
DATE	
3 SEPTEMBER 2014	
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4110.MXD	
DRAWING NO.	
A2.00	
SHT	OF SHEETS

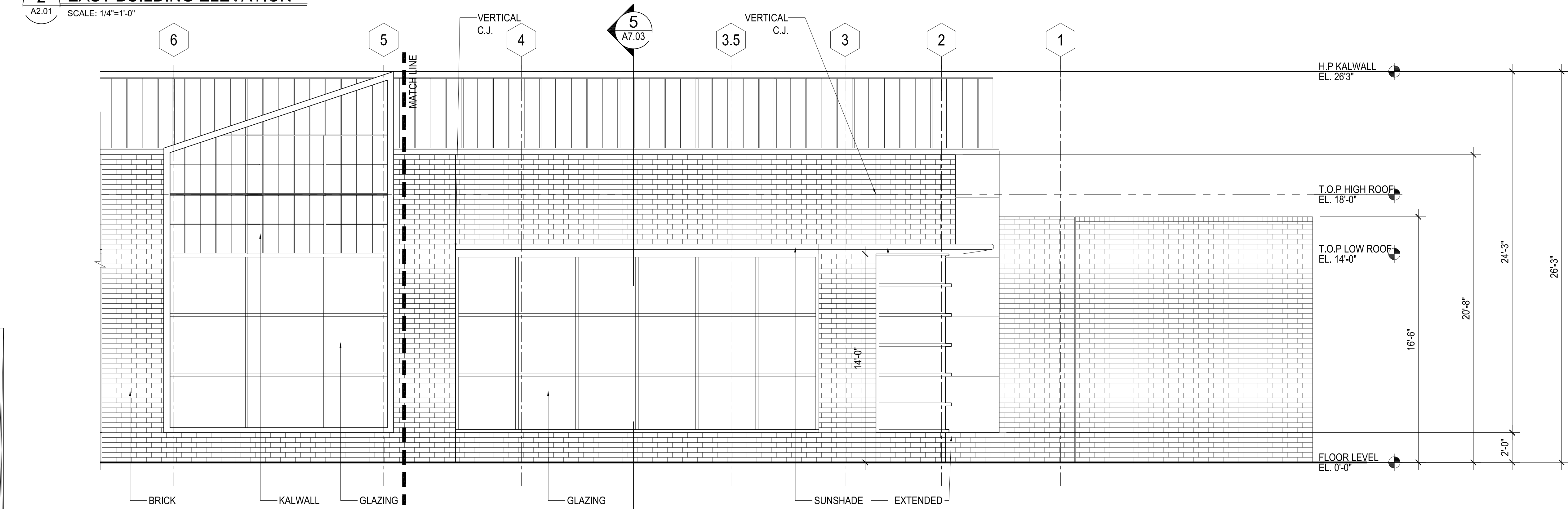
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1 SOUTH BUILDING ELEVATION  
A2.01 SCALE: 1/4"=1'-0"



2 EAST BUILDING ELEVATION  
A2.01 SCALE: 1/4"=1'-0"



3 EAST BUILDING ELEVATION  
A2.01 SCALE: 1/4"=1'-0"

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FULTON COUNTY  
atlanta-fulton public library system  
"Make your dreams off the shelf!"

PROFESSIONAL SEAL

ISSUE/ REV.	DATE
GMP SET	9/3/2014
GMP ADD#01	9/12/2014

Scale in control boxes are only on the original drawing.  
The dimensions of which are 3/16ths inches. The scales  
used herein are hereby changed by the scale of the sheet  
other dimensions of the project to corresponding dimensions  
of the original drawing.

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DRAWN	CHECKED	DATE

3 SEPTEMBER 2014  
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A2.01

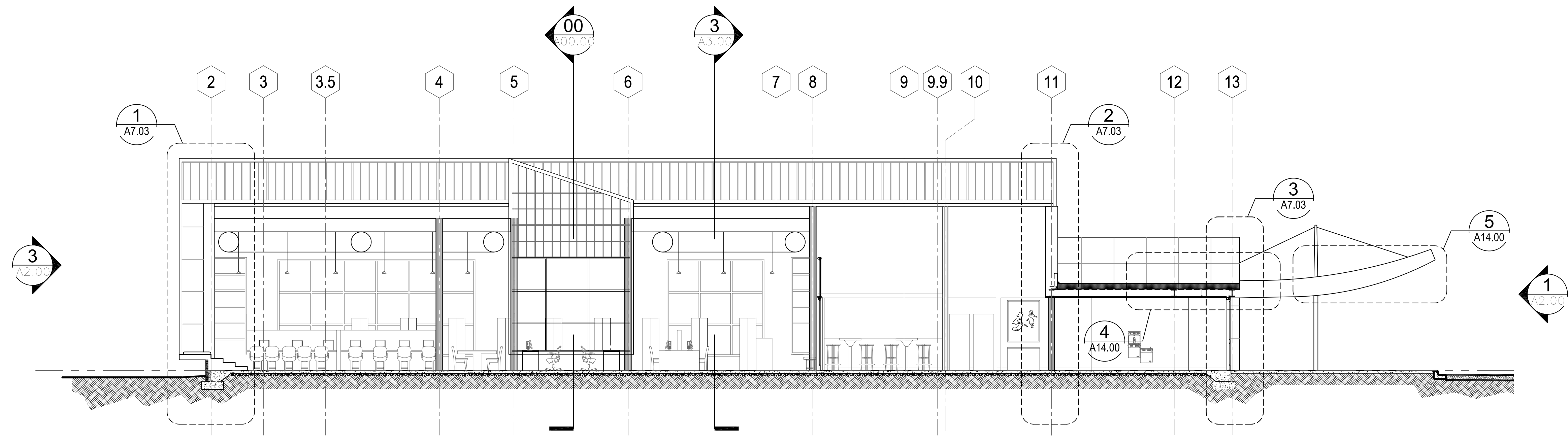
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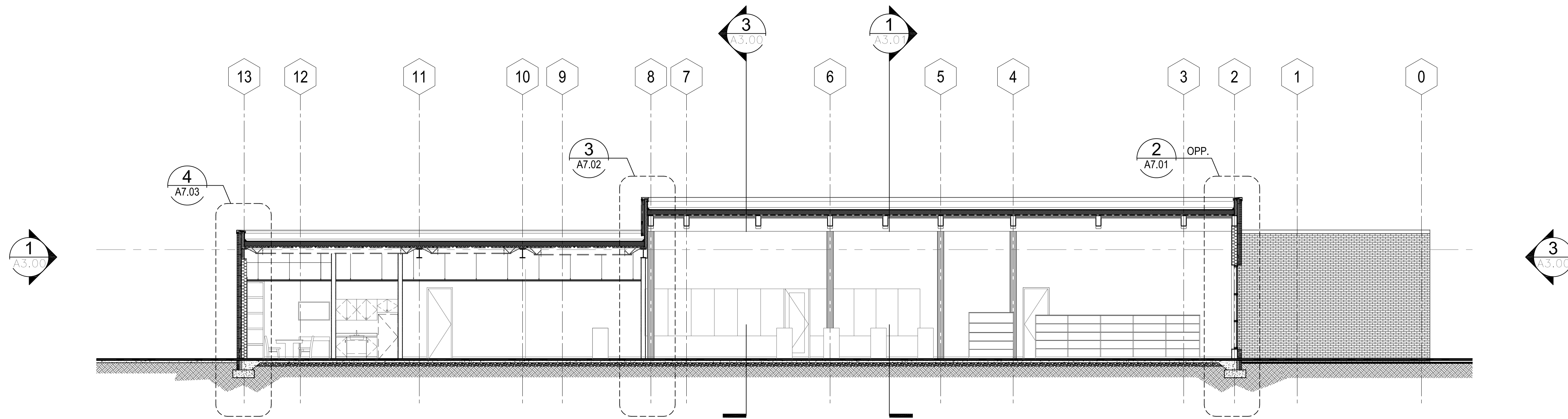
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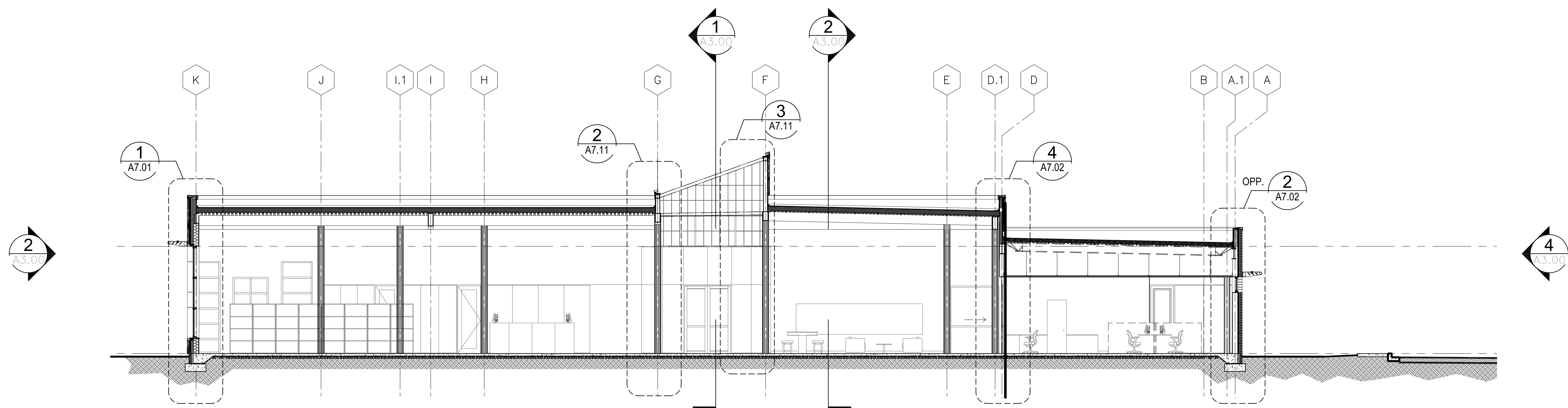




1 BUILDING SECTION A-A  
A3.00 SCALE: 1/8"=1'-0"



2 BUILDING SECTION B-B  
A3.00 SCALE: 1/8"=1'-0"



3 BUILDING SECTION C-C  
A3.00 SCALE: 1/8"=1'-0"

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IN ASSOCIATION WITH

10 WASHINGTON PARK  
GREENVILLE, SOUTH CAROLINA 29601  
PHONE: (864) 242-0761  
FAX: (864) 501-9845  
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CONSULTANT

DRAWING TITLE  
BUILDING  
SECTIONS

PROFESSIONAL SEAL

ISSUE/ REV.	DATE
GMP SET	9/3/2014
GMP ADD#01	9/12/2014

Scales on control boxes are valid on the original drawing.  
The dimensions of which are 30x42 inches. The scales  
used herein are hereby changed for the purpose of the record  
sheet dimensions of the project to corresponding dimensions  
of the original drawing.

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DRAWN

CHECKED

DATE

3 SEPTEMBER 2014

SCALE

1/8" = 1'-0"

PROJECT NO.

4110

FILE NAME

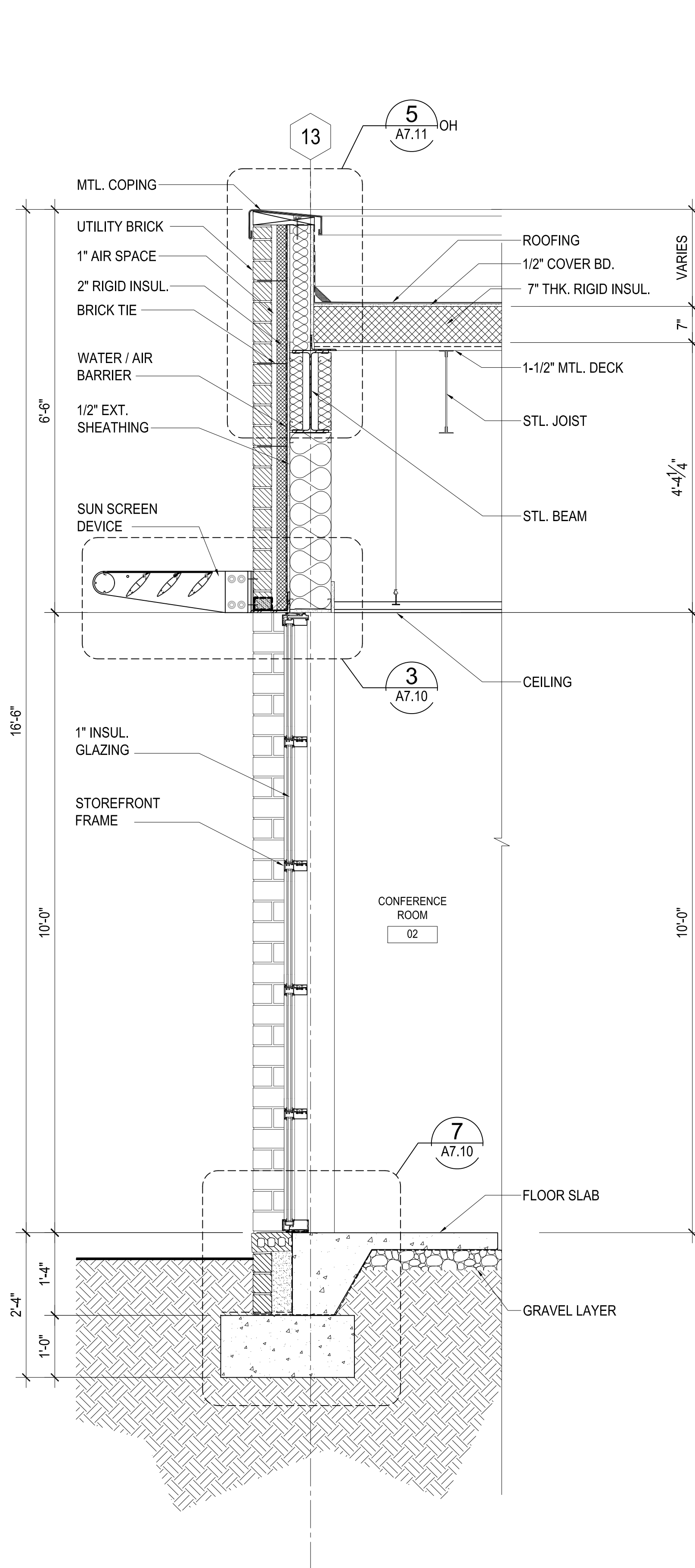
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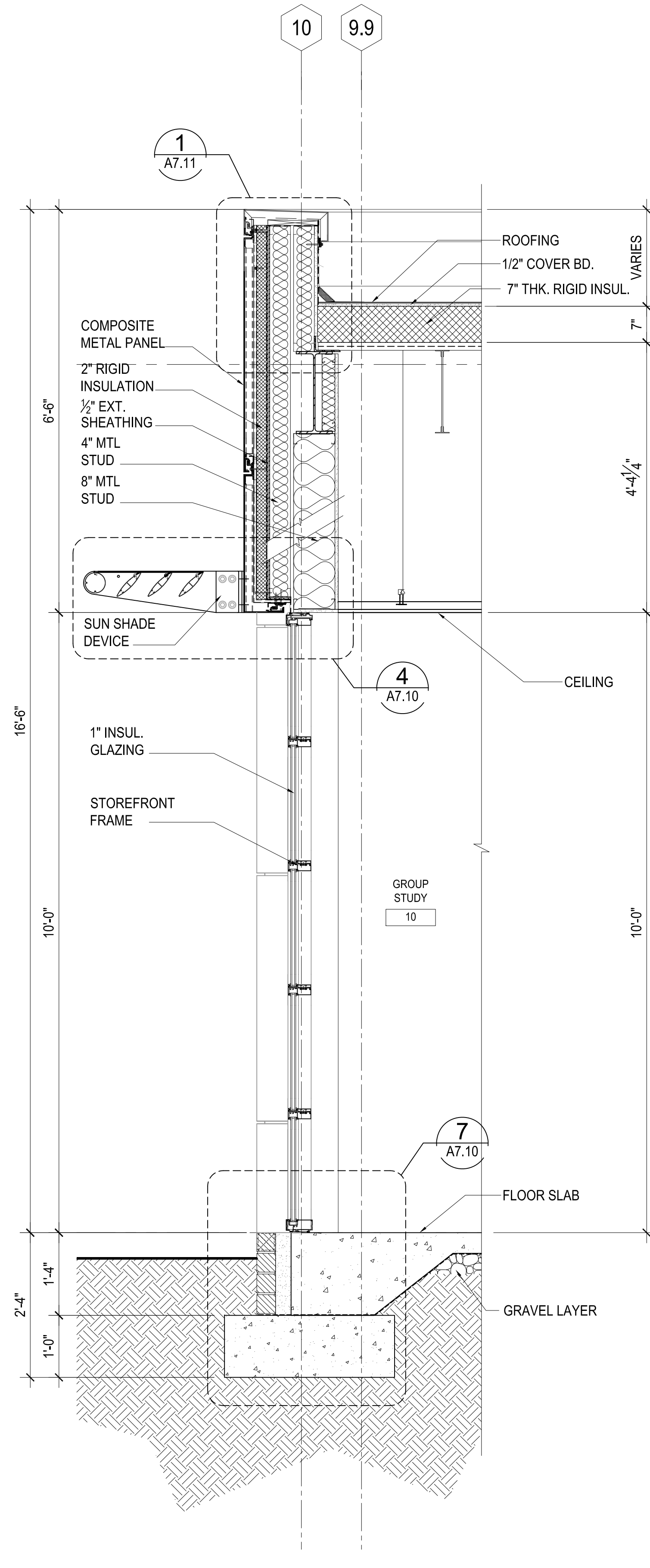
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SHT OF SHEETS

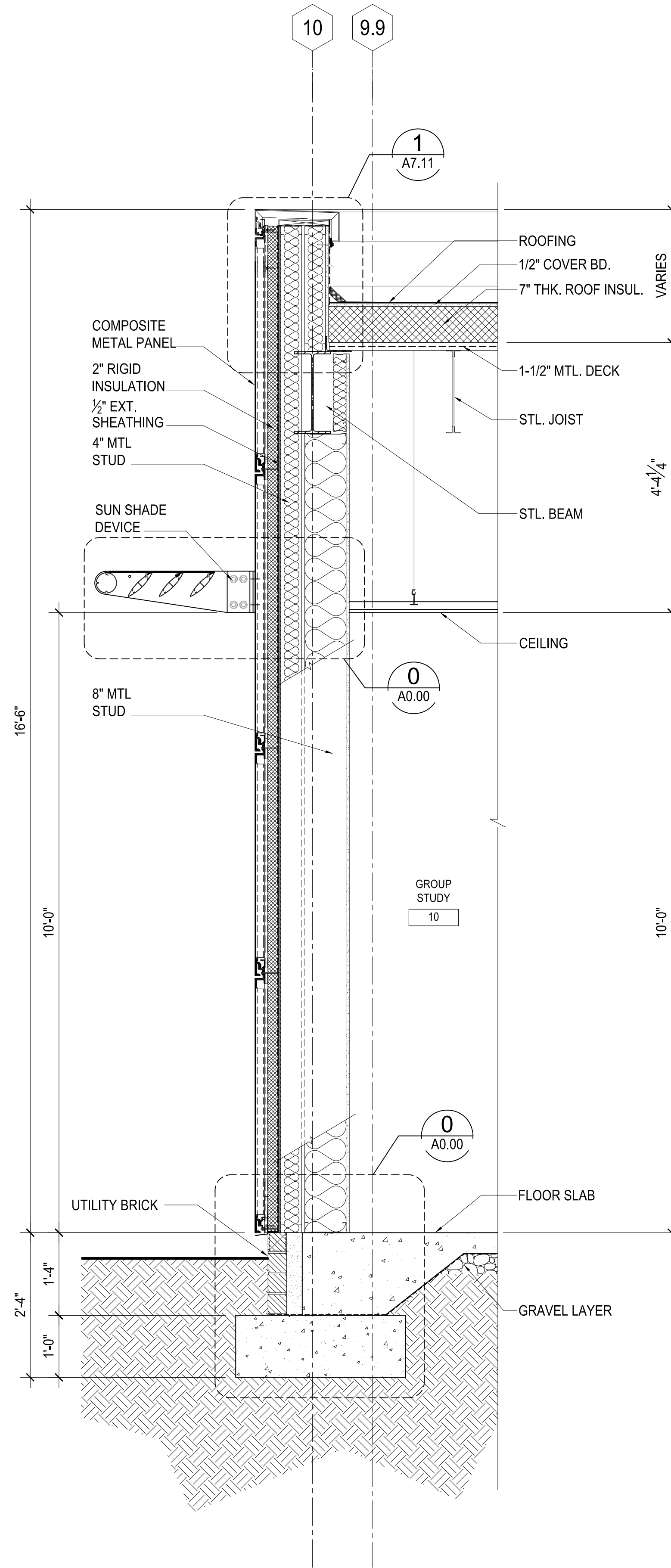
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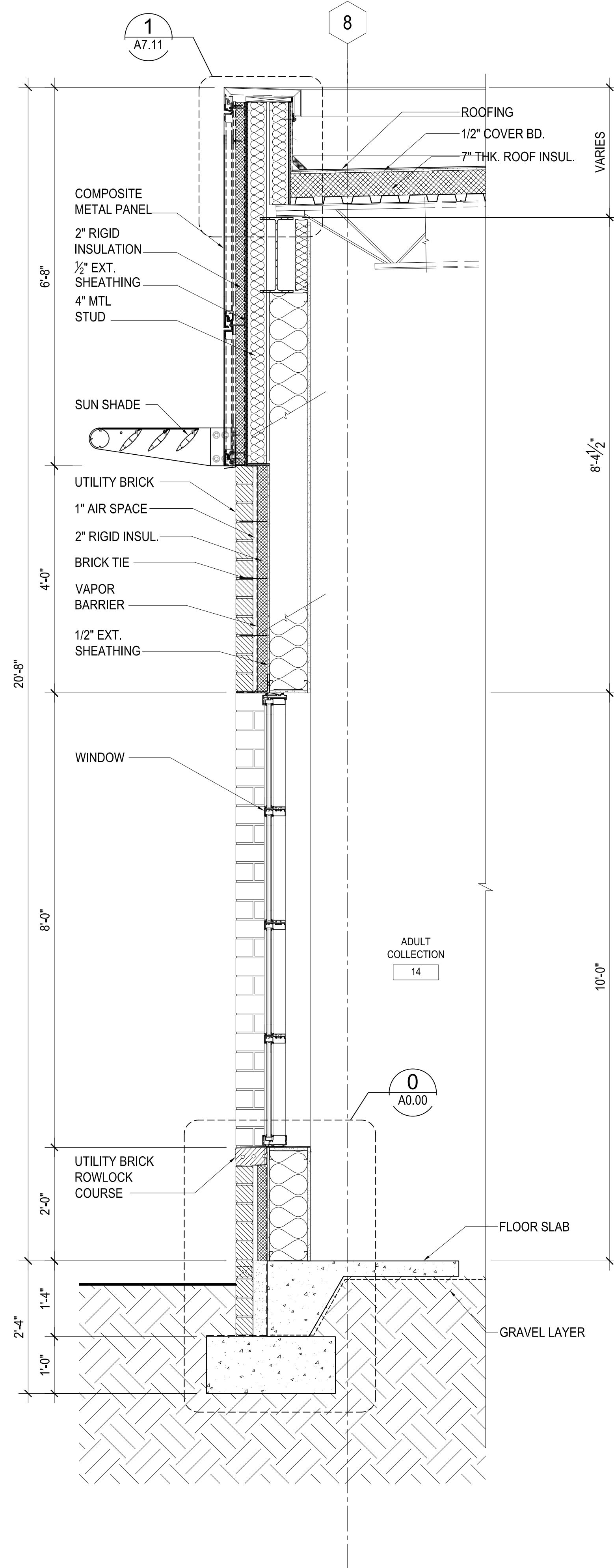
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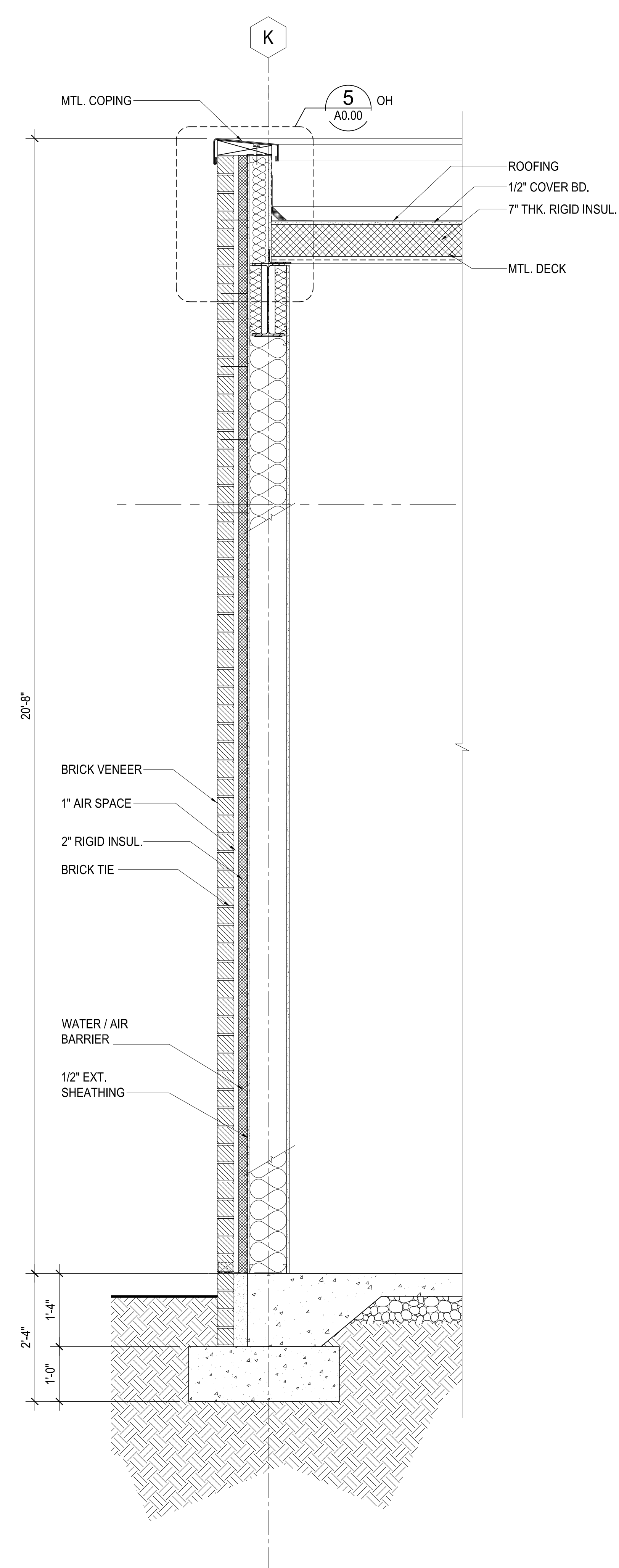
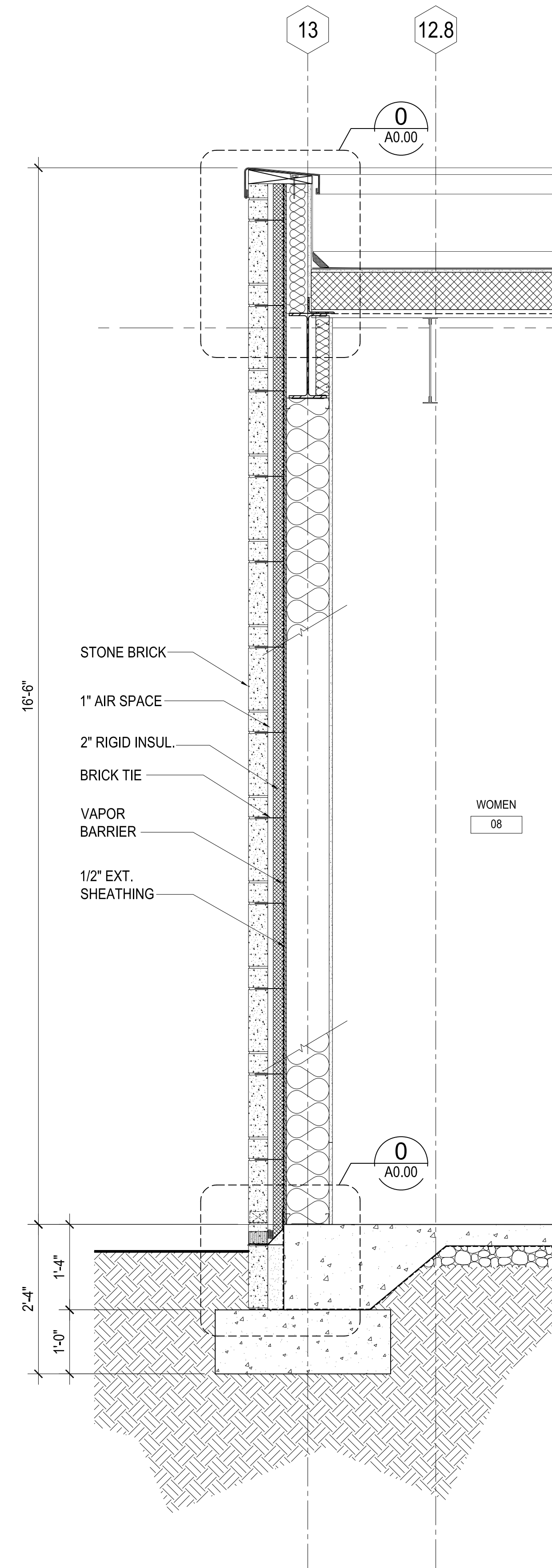
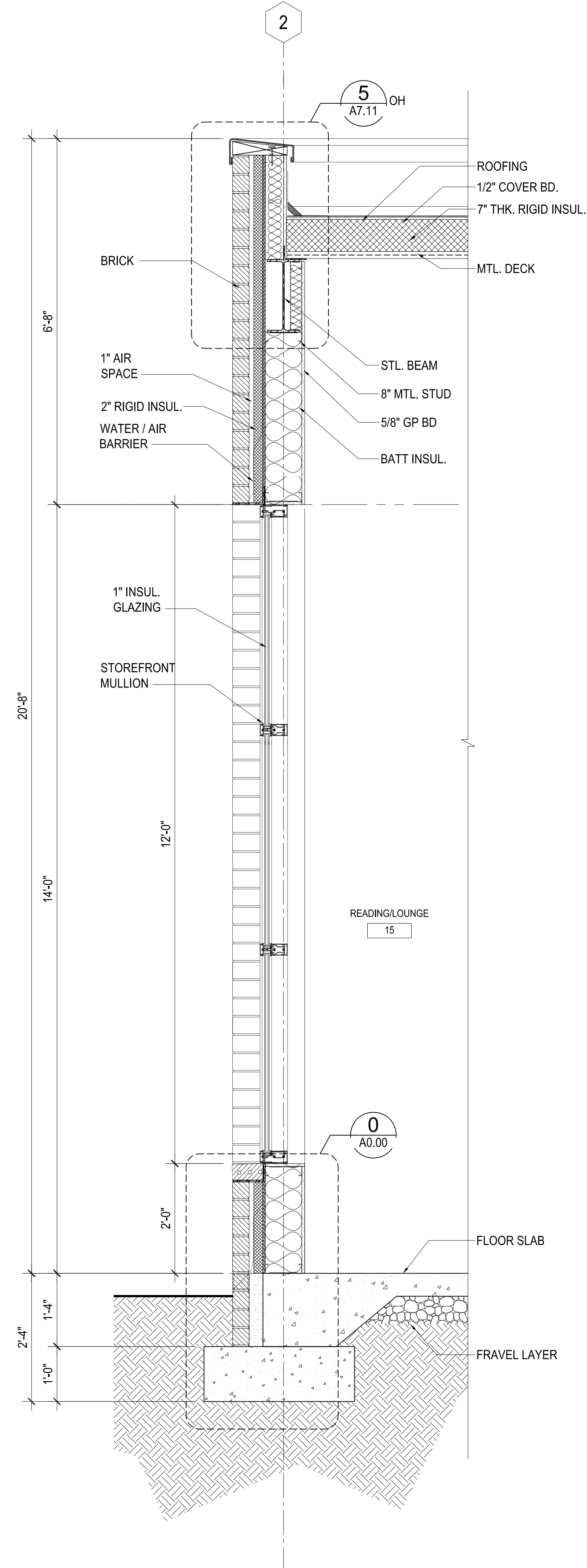
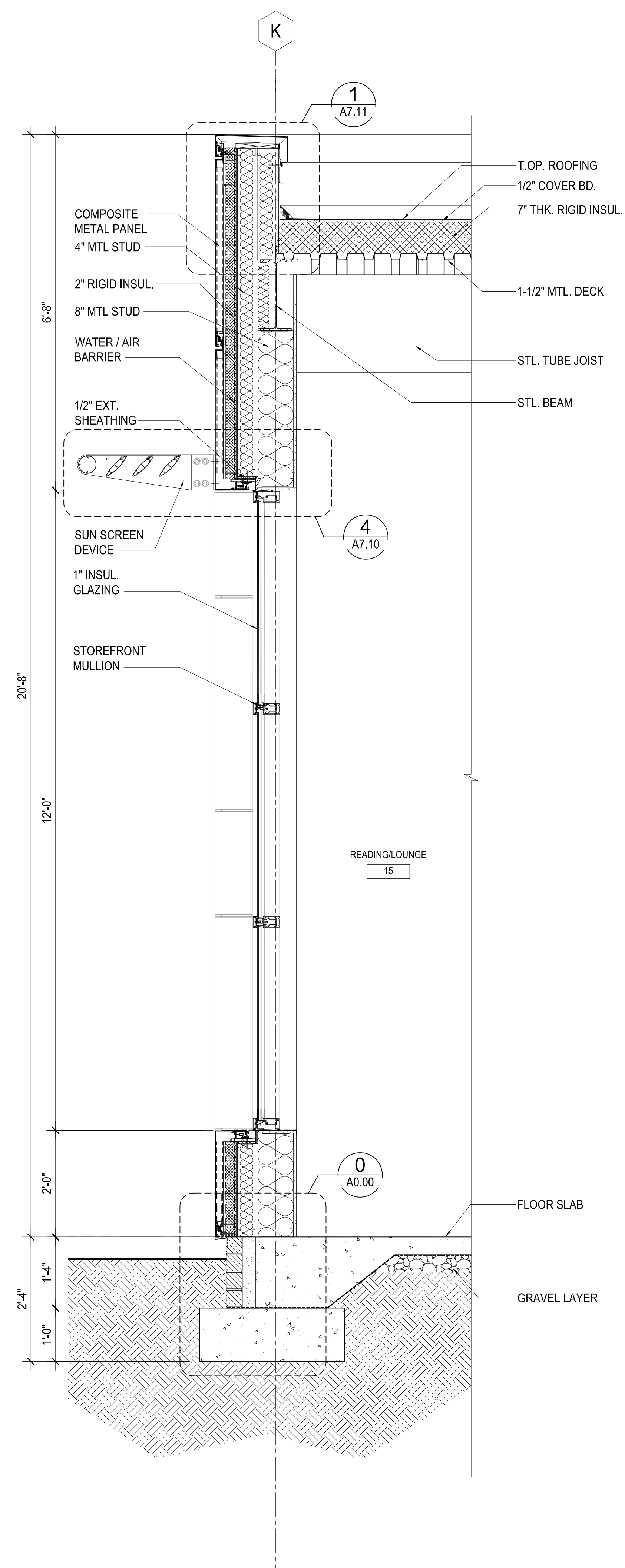


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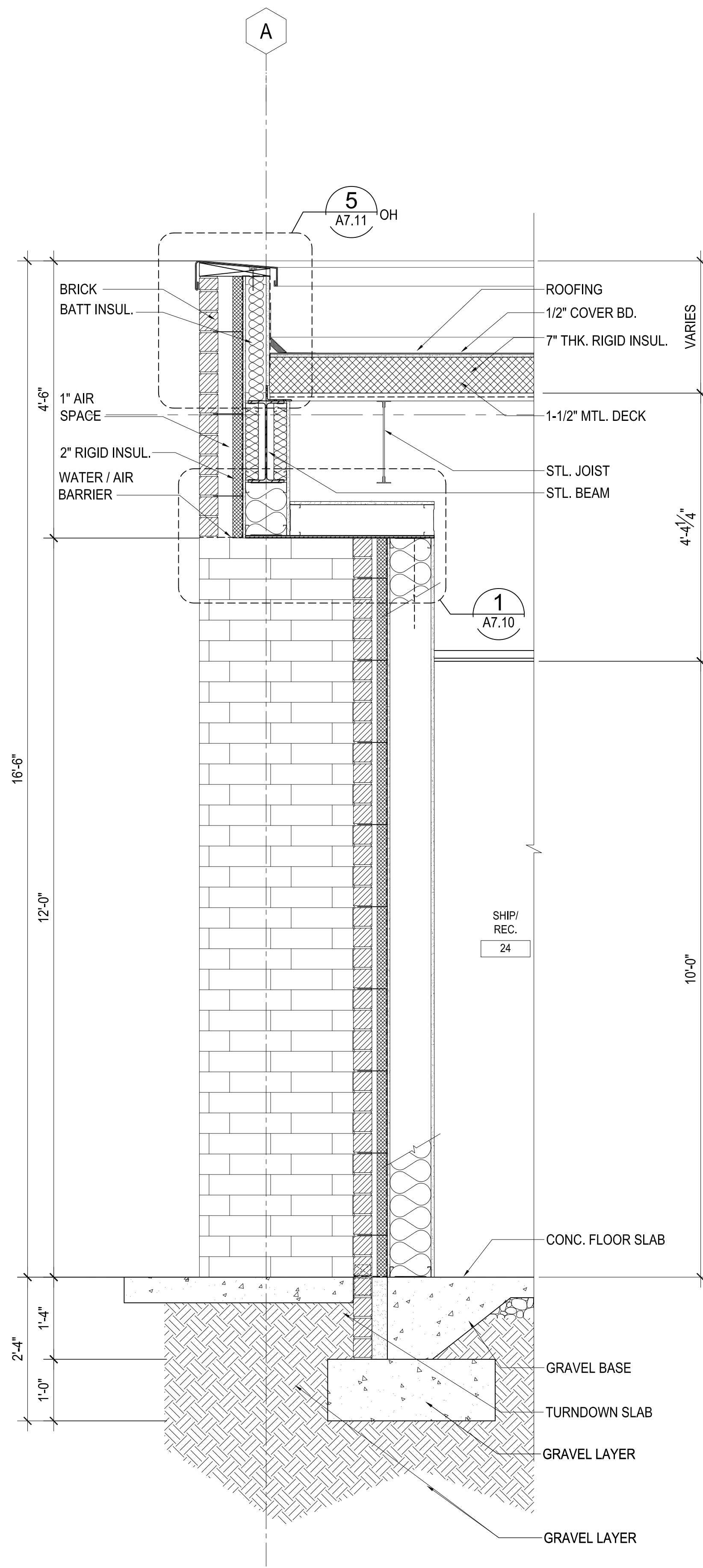


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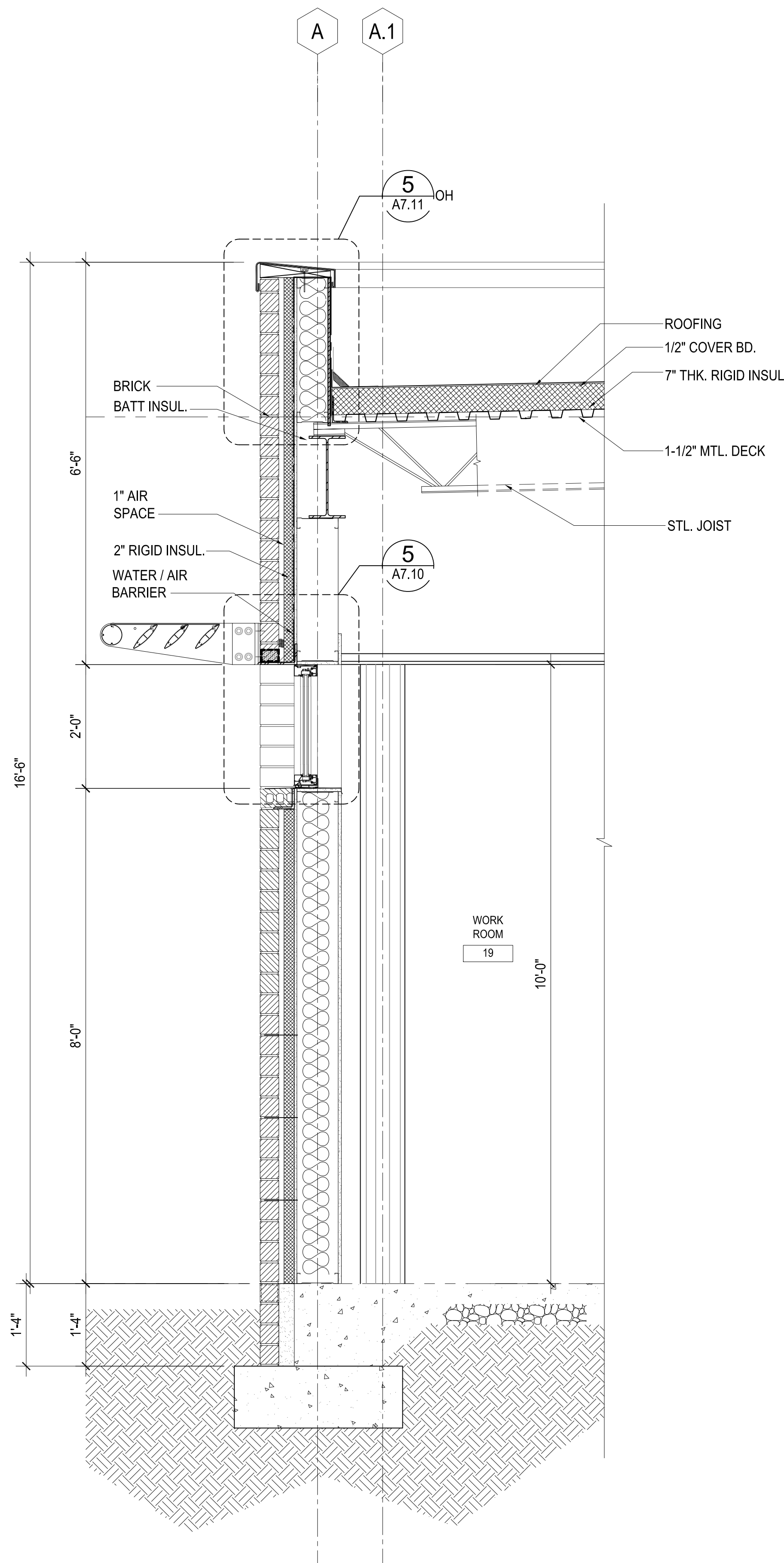




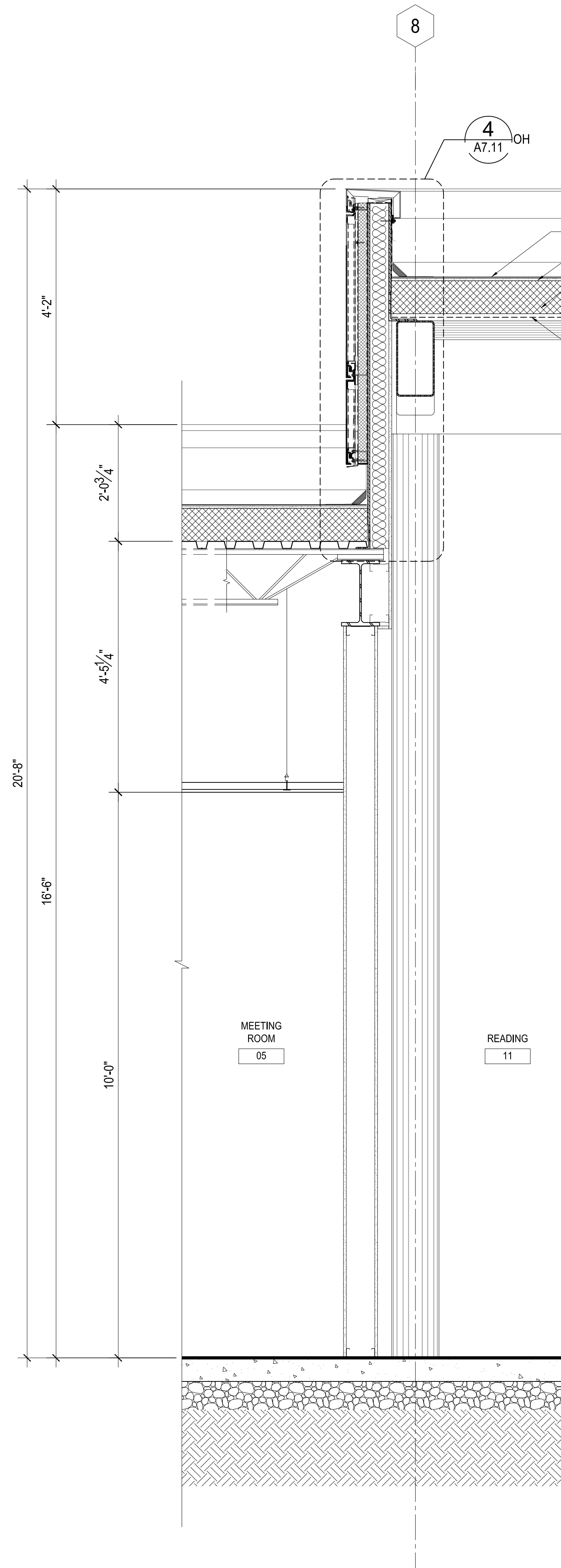




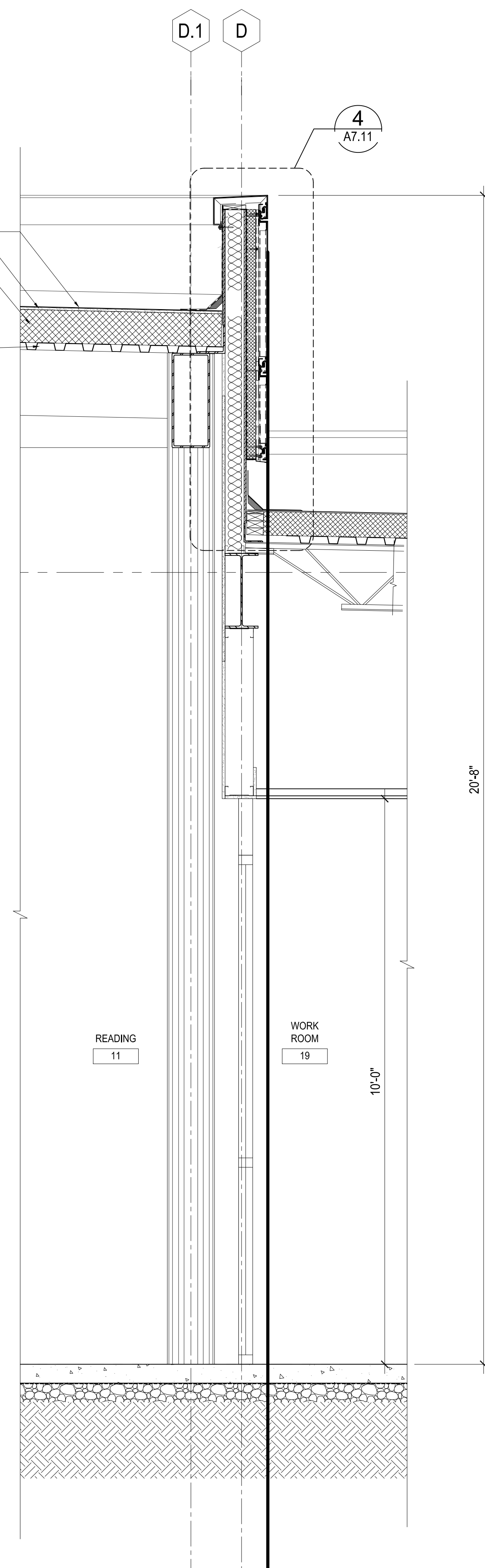
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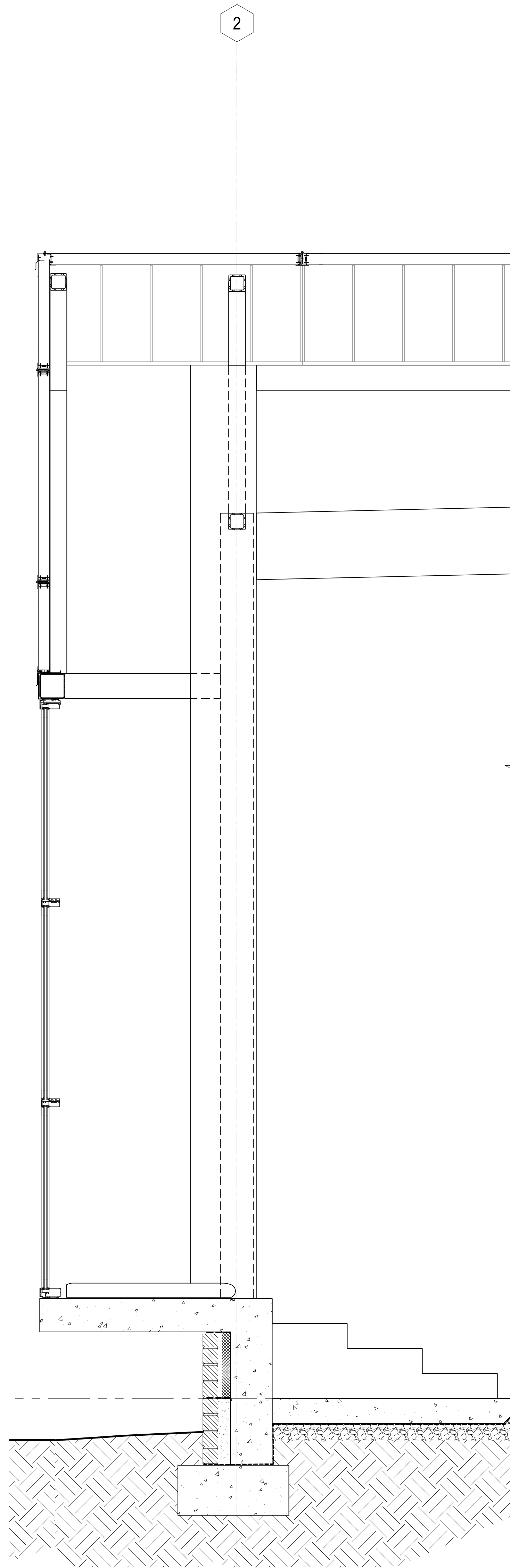
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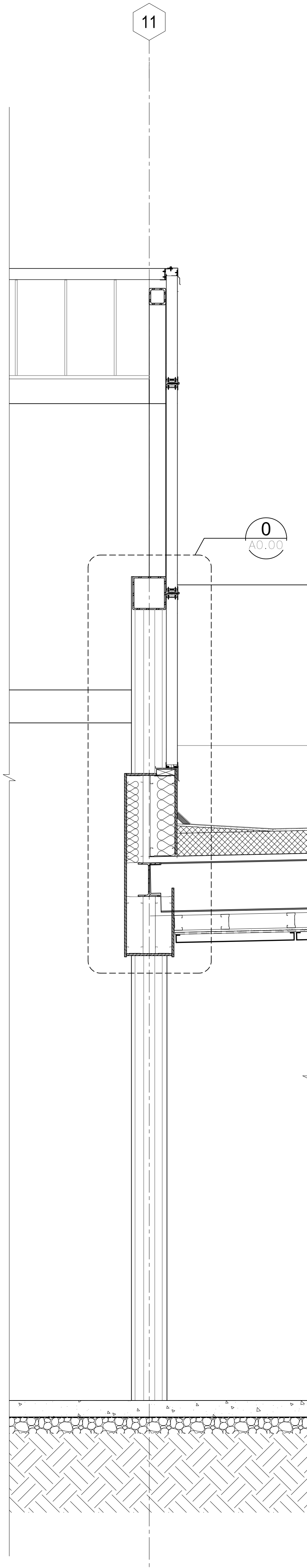
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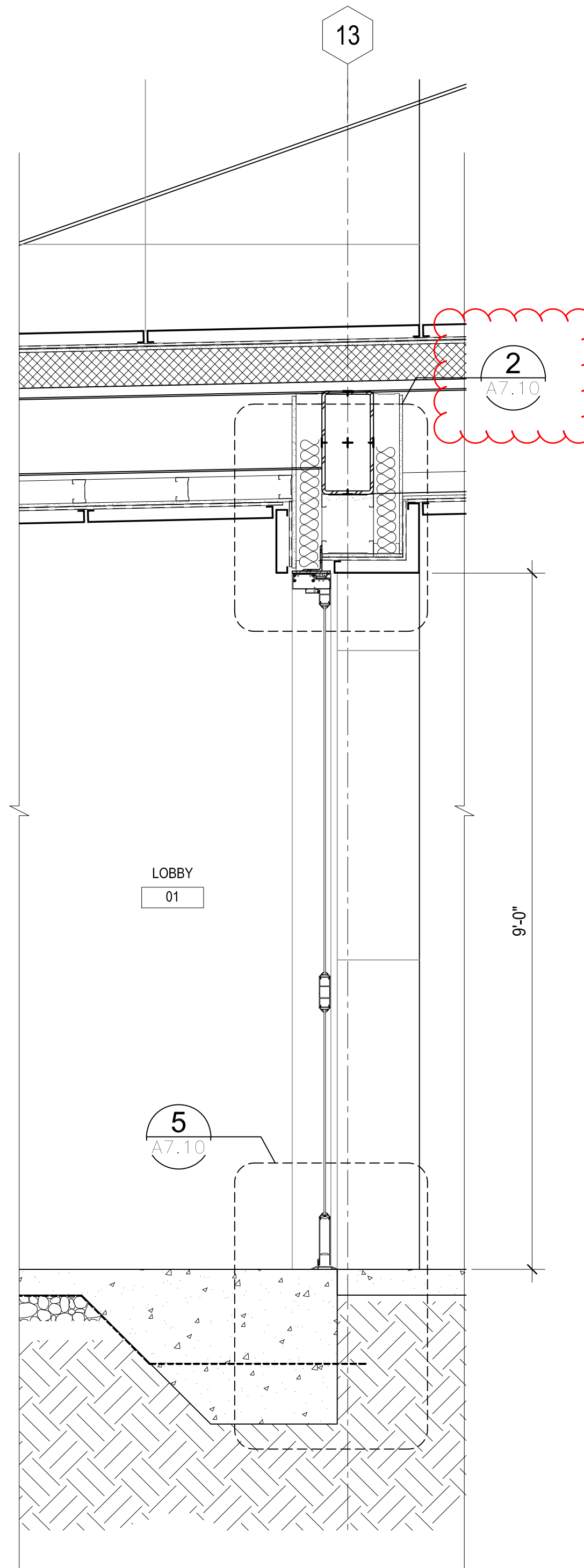
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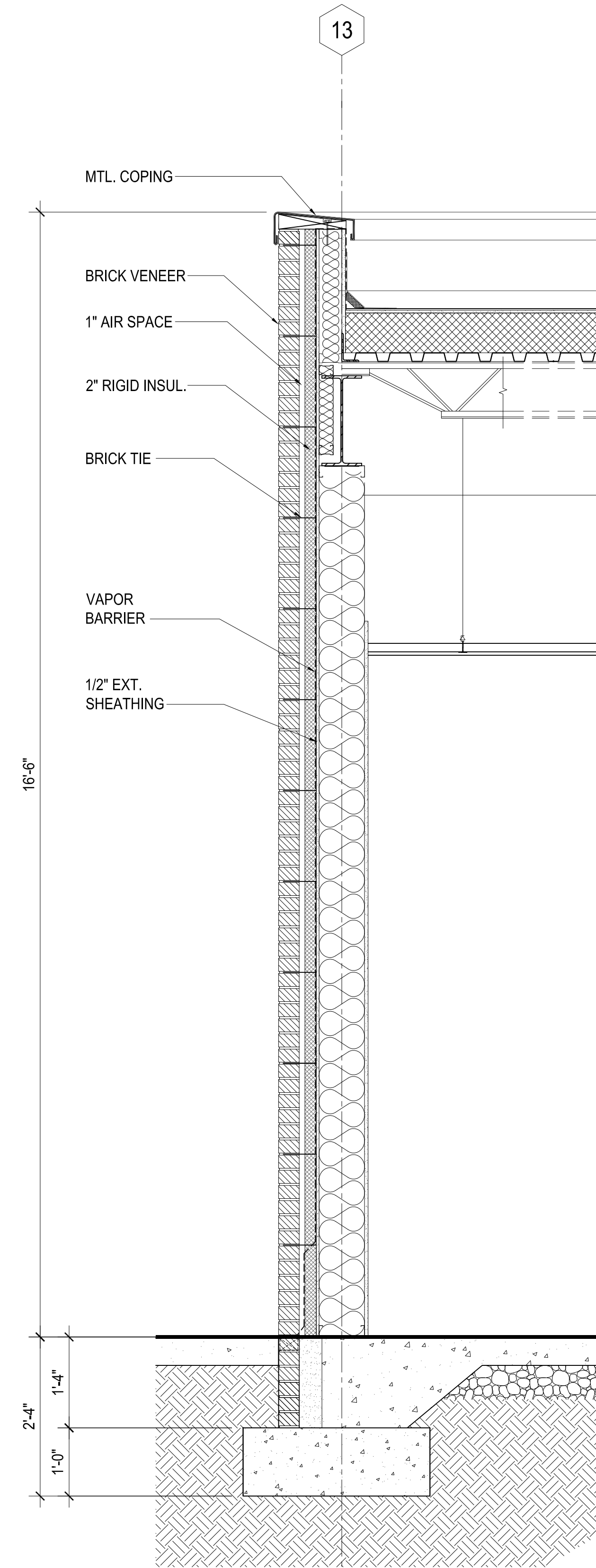
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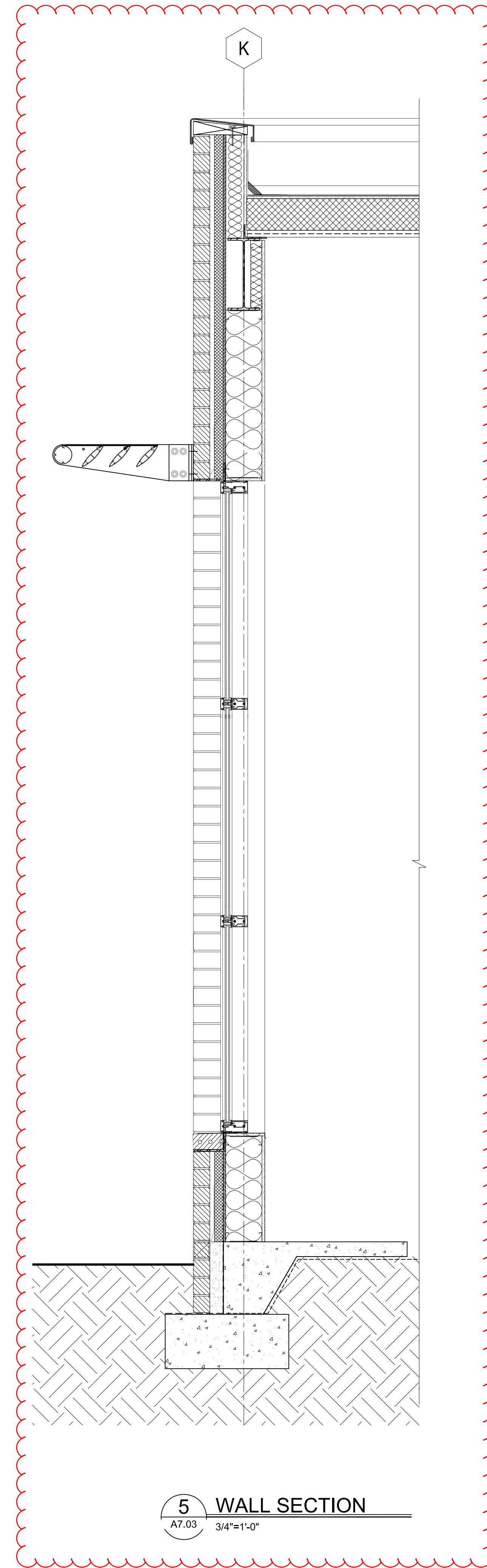
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3 WALL SECTION  
A7.03 3/4"=1'-0"

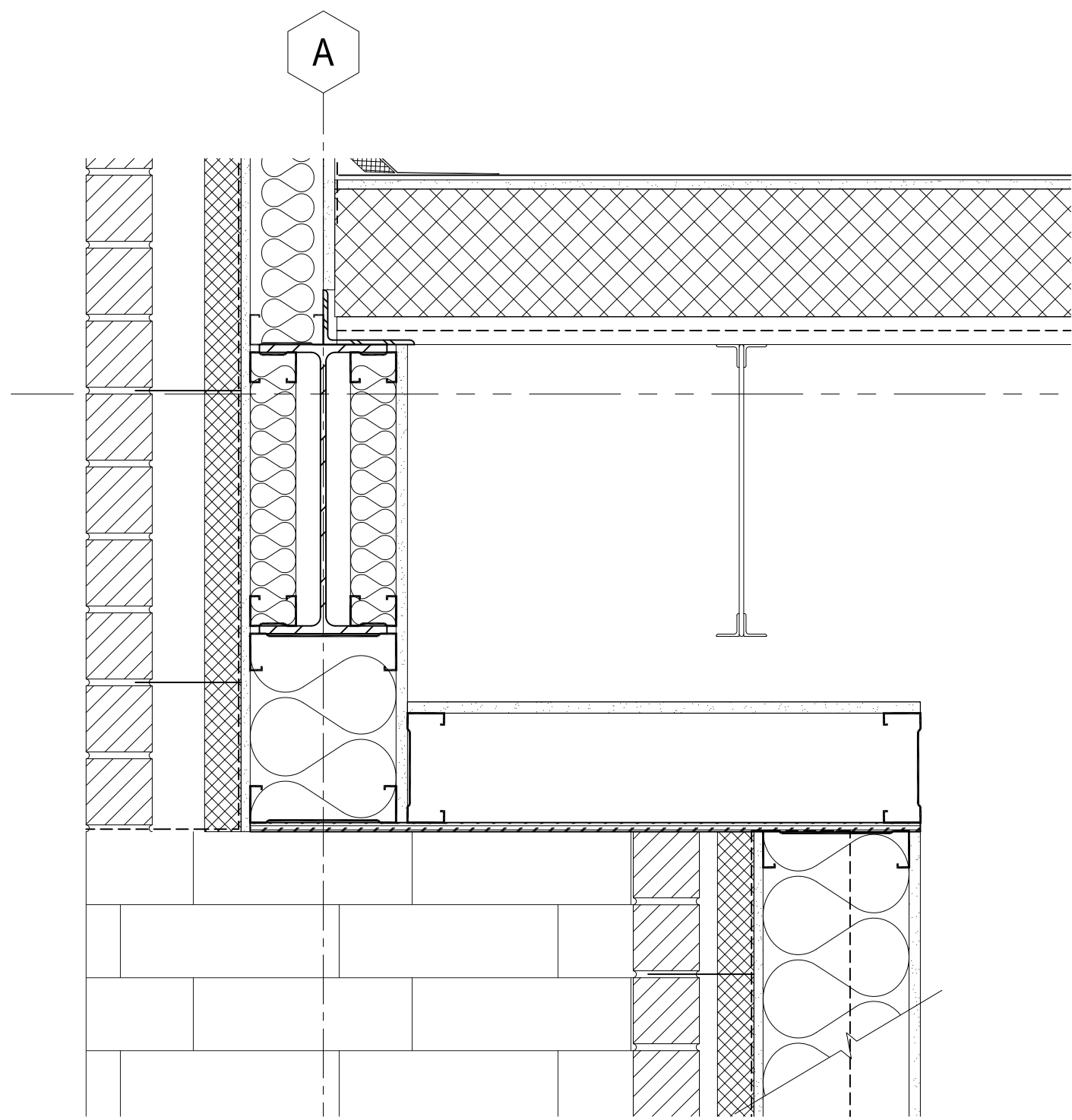


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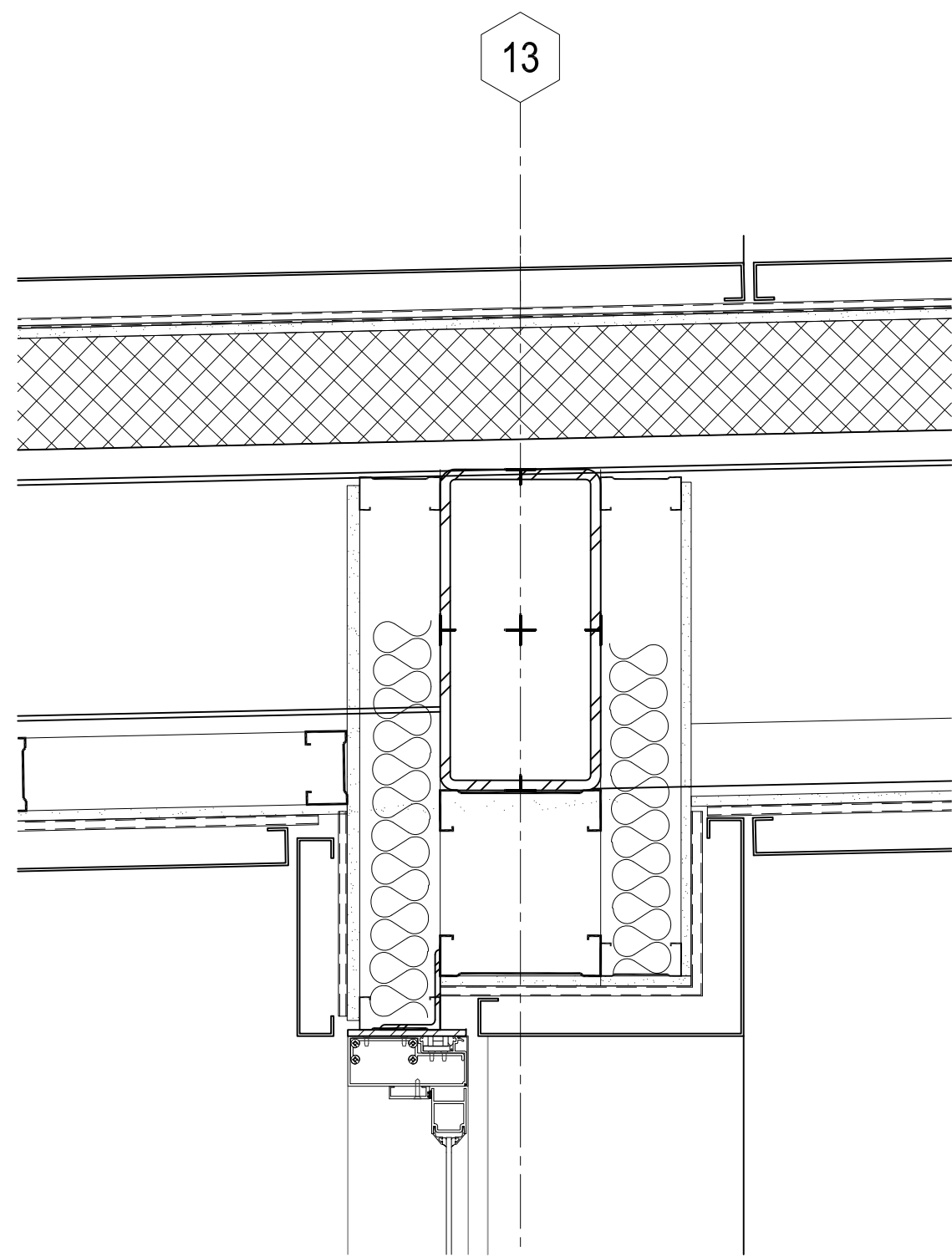


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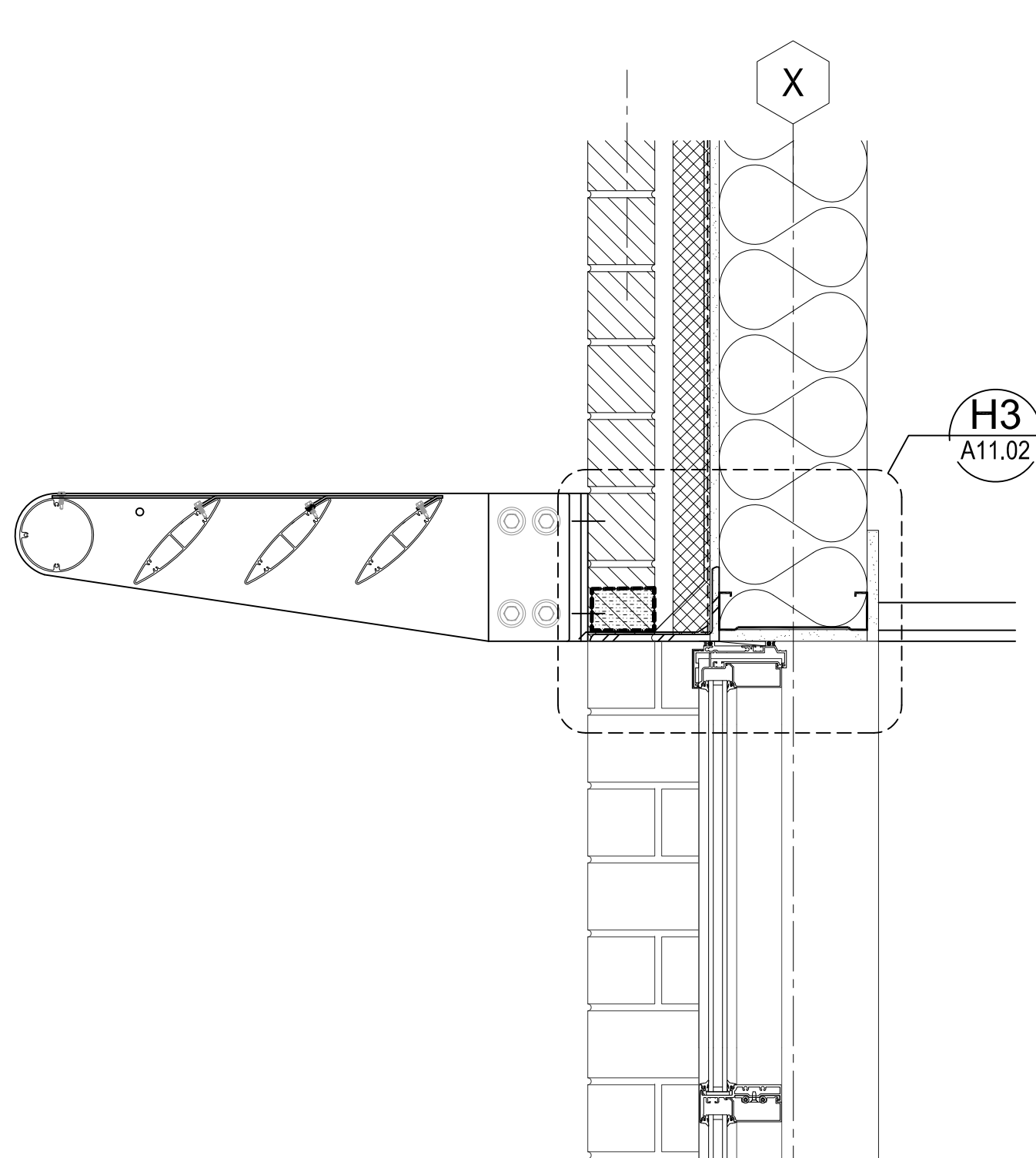




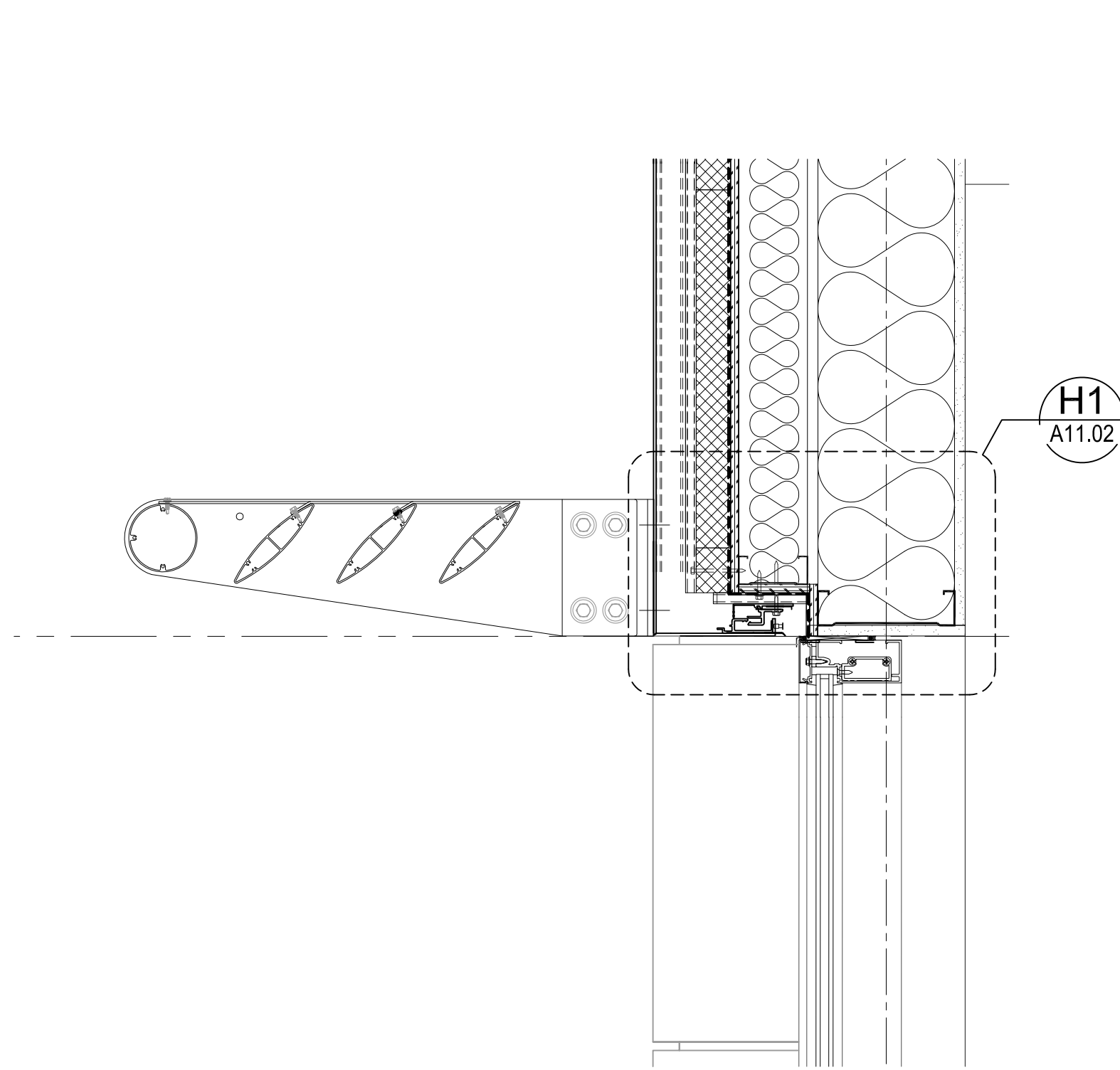
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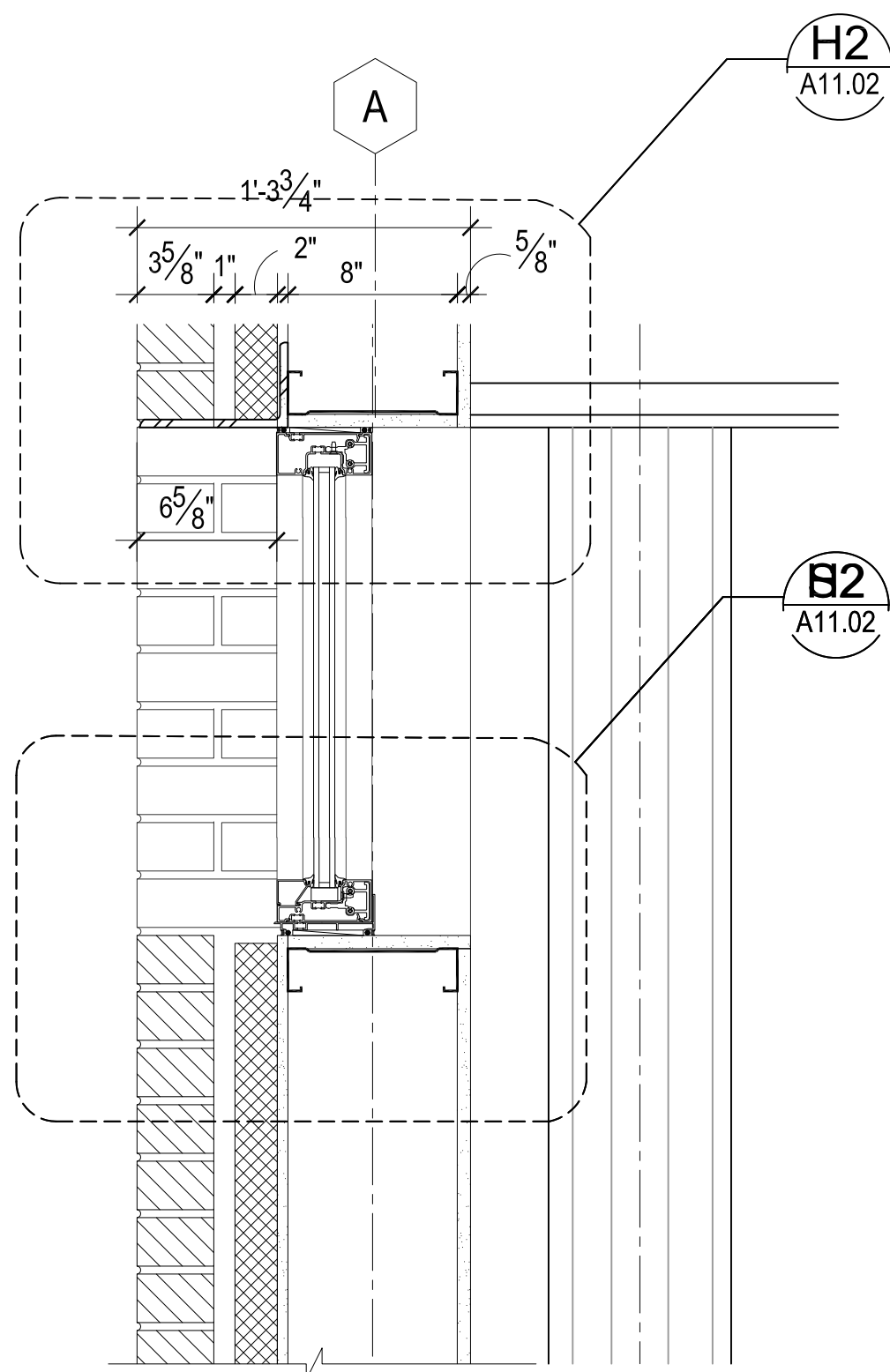
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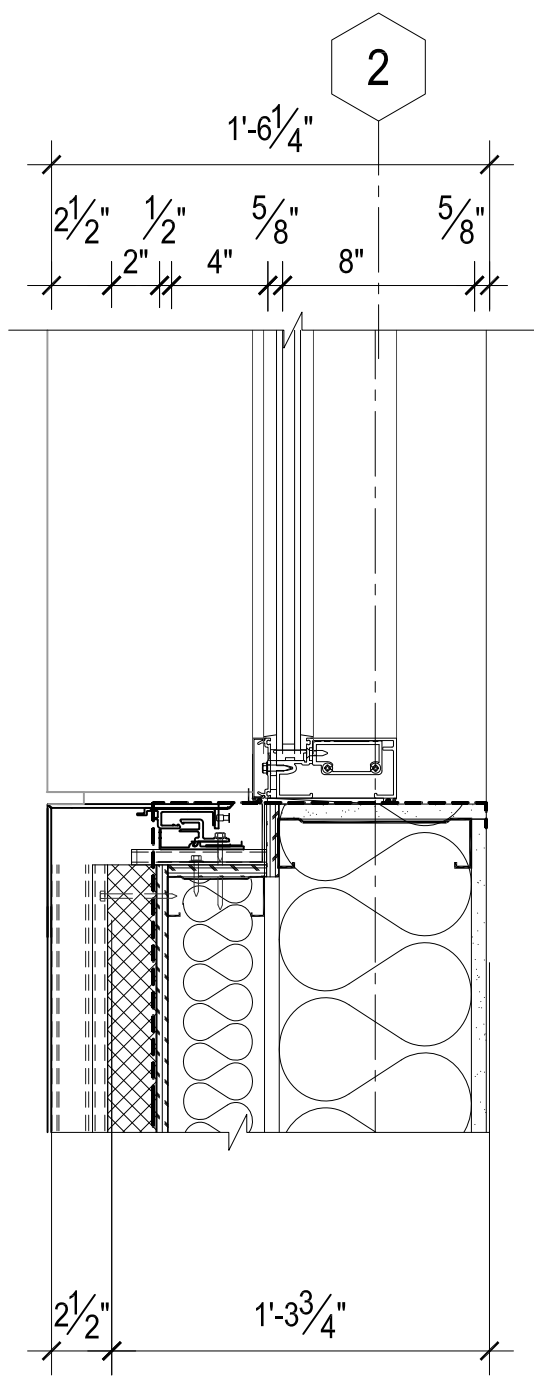
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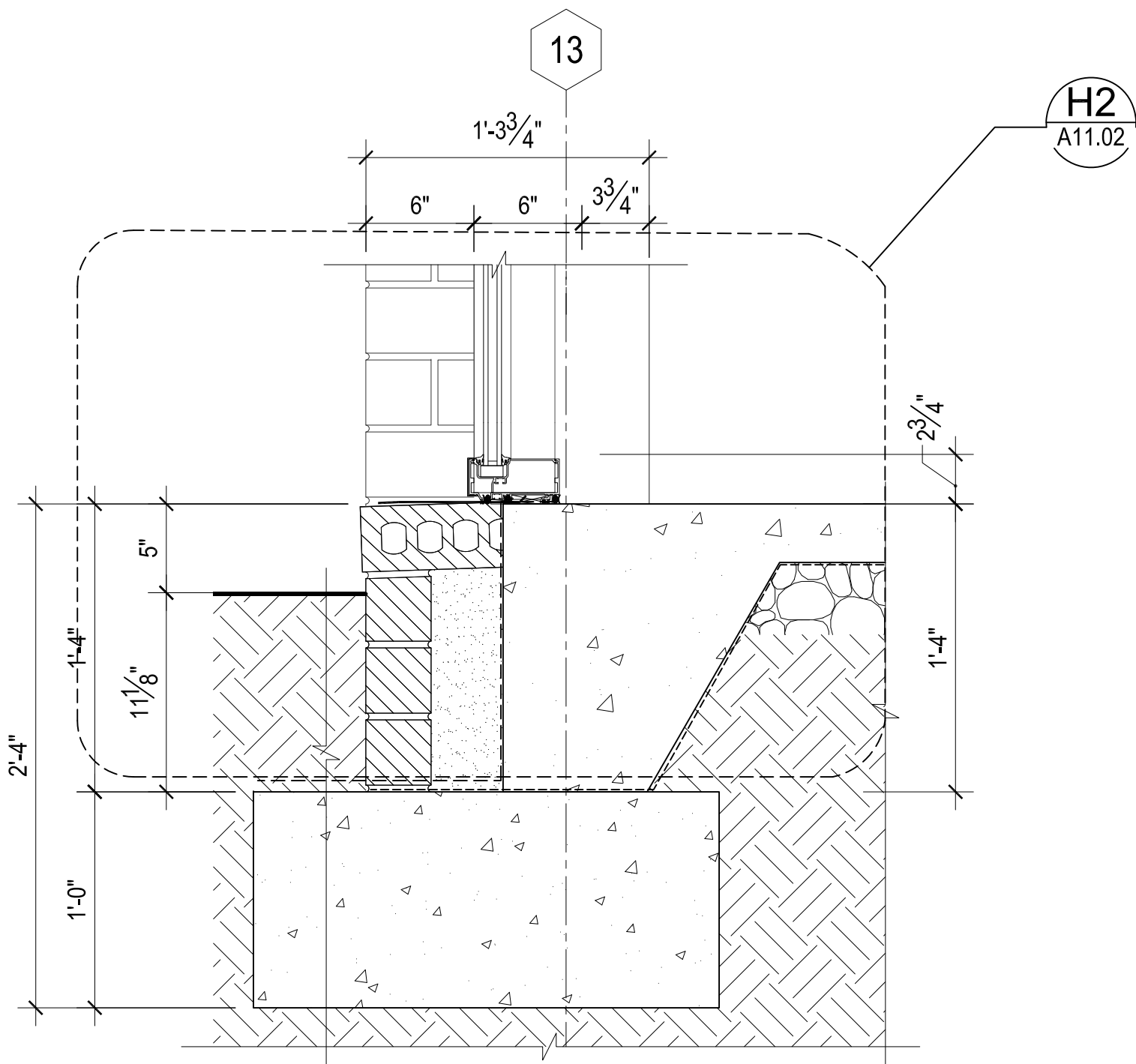
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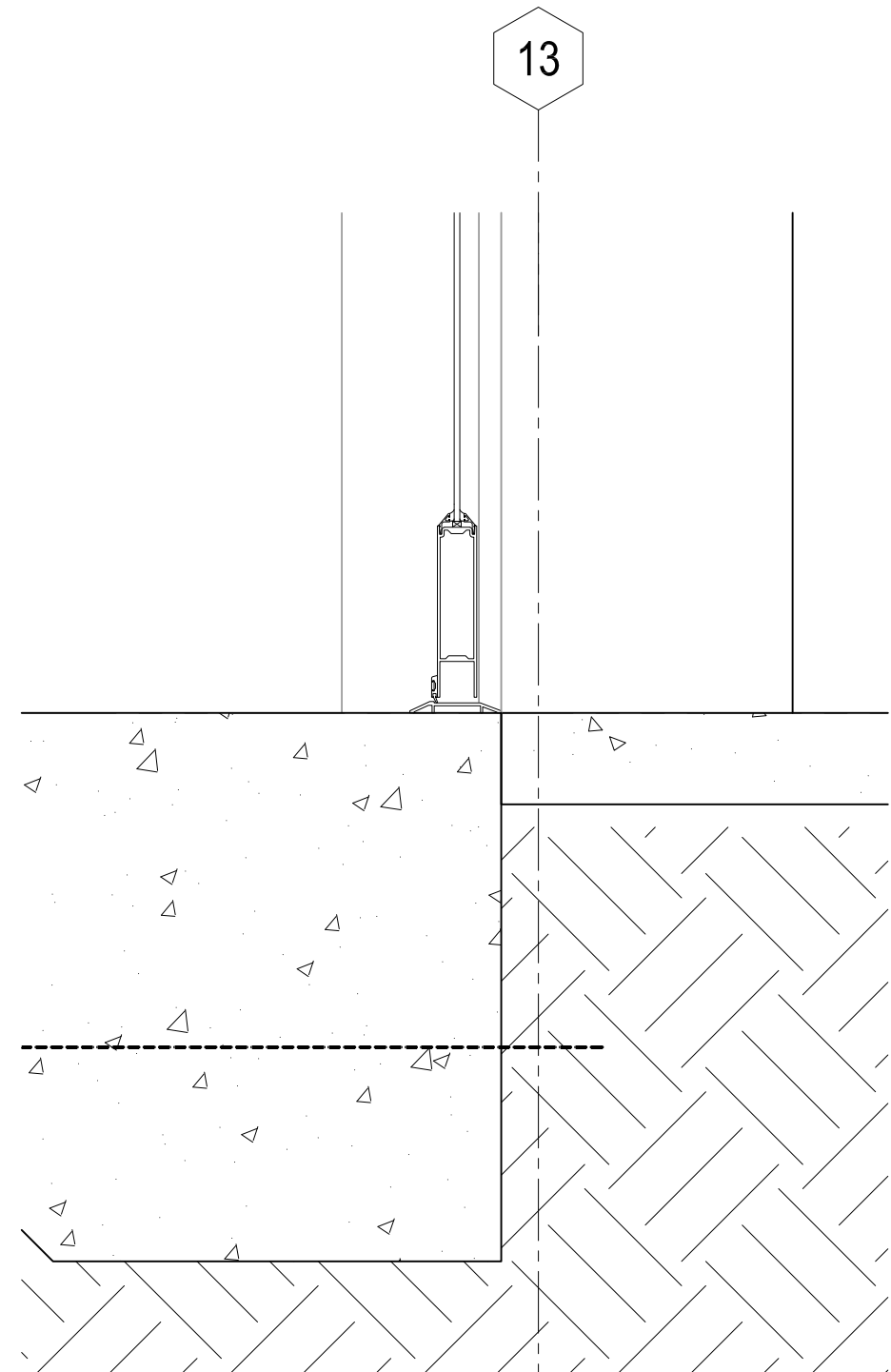
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SCALE: 1-1/2"=1'-0"



6 WALL SECTION DETAIL  
SCALE: 1-1/2"=1'-0"



7 WALL SECTION DETAIL  
SCALE: 1-1/2"=1'-0"



8 WALL SECTION DETAIL  
SCALE: 1-1/2"=1'-0"

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DETAILS



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GMP SET	9/3/2014
GMP ADD#01	9/12/2014

Scales on control forms are valid on the original drawings.  
The dimensions of which are 3/16" inches. The scales  
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shown dimensions of the project to corresponding dimensions  
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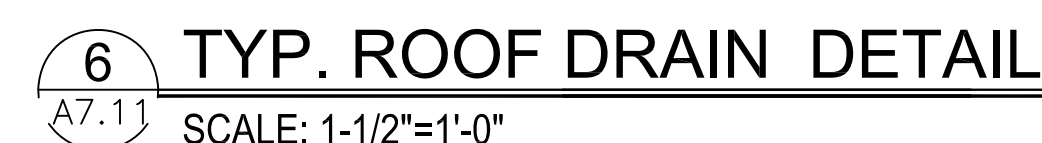
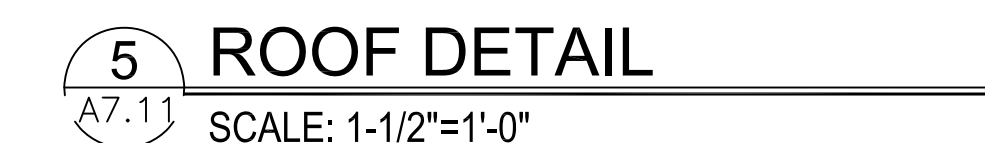
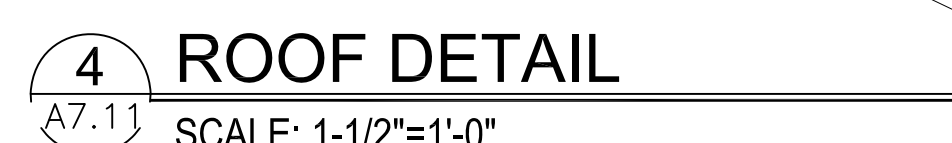
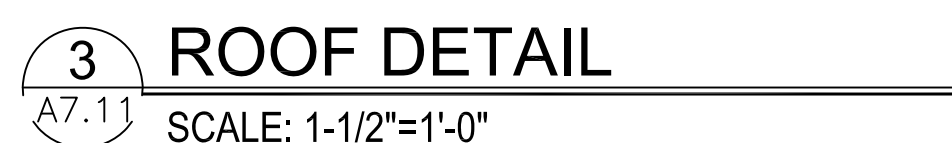
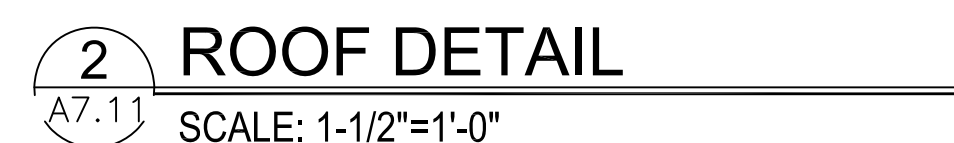
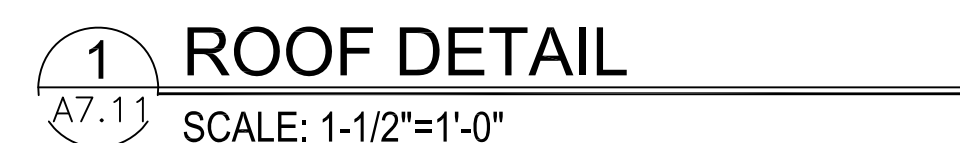
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DRAWN	—
CHECKED	—
DATE	3 SEPTEMBER 2014
SCALE	—
PROJECT NO.	4110
FILE NAME	4110.dwg
DRAWING NO.	—

A7.10

SHT OF SHEETS

RELEASED FOR CONSTRUCTION TBD Date



**SOUTHEAST ATLANTA LIBRARY  
ADDENDUM #2  
SEPTEMBER 25, 2014**

This Addendum #2 dated September 25, 2014 issued by C D Moody Construction, Co., Inc. is hereby made part of the Southeast Atlanta Library. The changes and/or clarifications included in this Addendum shall be considered as part of the Bidding Documents and shall supersede, amend, add to, or subtract from those conditions included in the original Bid Documents, including the Project Bid Package, Drawings, Specifications, previous Addenda, etc.

Failure to acknowledge this Addendum may subject Bidder to disqualification.

**Addendum #2 Requests For Information**

- RFI # 001 – Downspout Tie-in Locations (See attached RFI; 4 pages)
- RFI #002 – Passive Radon System Aggregate (see attached RFI; 3 pages)
- RFI #003 – Mechanical Yard Paving (See attached RFI; 5 pages)

**NOTICE TO BIDDERS**

- Bid date and time has been changed to 10/1/14, 2:00 PM.

**END OF ADDENDUM #2**



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**Contractor Request for  
Information**
**Project** [L006] - **View Date** 9/9/2014  
Southeast  
Library

C. D. Moody  
Construction  
Company, Inc. **Contractor RFI No.**  
6017 Redan Road L006-00001  
Lithonia, Georgia  
30058  
Phone: (678) 482-  
7778  
Fax: (678) 482-  
7727

**To** David Rather (C. D. Moody Construction Company, Inc.)  
Diana Alarcon (Stanley Love-Stanley P.C.)  
Evan Jahn (Heery/Russell a joint Venture)  
Ivenue Love-Stanley (Stanley Love-Stanley P.C.)  
Iziah "Ike" Tiggs (C. D. Moody Construction Company, Inc.)

**From** David Rather (C. D. Moody Construction Company, Inc.) **Date** 9/8/2014

**Reason for Request** Insufficient Information **Response Required By** 9/12/2014

**Subject** Downspout Storm Tie-in Locations **Status**

**Drawing No.**  
**CSI Code**

C3.10

**Detail No.**  
**Reference No.**
**Information Requested**

Plumbing Drainage Floor Plan shows locations for downspouts leading from roof drains on the sides of the buildings. Detail 1/C6.10 shows downspout/rainleader cleanout detail but Site Drainage Plan C3.10 does not show locations for piping tie-in to underground storm. Please provide tie-in locations and piping plan.

**Recommendation****Notes**

**Response** Only one internal drain exits the building, the 10" line to the south. Other roof drains shown on plumbing drawings are overflow from roof that exit via lamb's tongue above grade.

**Response By** Refer to plumbing and architectural drawings for details.

**Responded** Alan Wieczynski- Breedlove Land Planning  
9.11.14

**Supporting Documents**

Document Type	Document	Open	Description	Date	Size (KB)
File	SE Library RFI #001 - Downspout Storm Tie-in Locations.pdf		SE Library RFI #001 - Downspout Storm Tie-in Lo...	9/8/2014	3076







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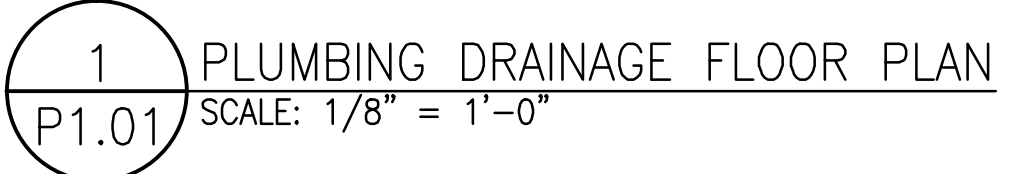
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KFB
DATE

PROJECT NO.	4110
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D4 C4

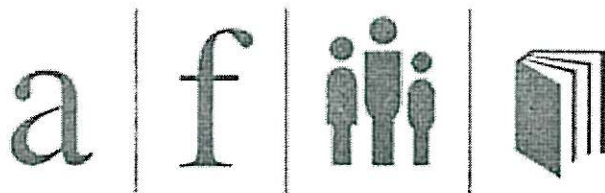
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## Contractor Request for Information

Project [L006] - View Date 9/9/2014  
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Lithonia, Georgia  
30058  
Phone: (678) 482-  
7778  
Fax: (678) 482-  
7727

<b>To</b>	David Rather (C. D. Moody Construction Company, Inc.) Diana Alarcon (Stanley Love-Stanley P.C.) Evan Jahn (Heery/Russell a joint Venture) Ivenue Love-Stanley (Stanley Love-Stanley P.C.) Iziah "Ike" Tiggs (C. D. Moody Construction Company, Inc.)	
<b>From</b>	David Rather (C. D. Moody Construction Company, Inc.)	<b>Date</b> 9/9/2014
<b>Reason for Request</b>	Engineering Conflict	<b>Response Required By</b>
<b>Subject</b>	Passive Radon System Aggregate Layer	<b>Status</b>

**Drawing No.**  
**CSI Code**

S1.01

**Detail No.**  
**Reference No.**

### Information Requested

Structural sheet S1.01 notes that base material for slab should be a 4" layer of densely compacted base material (crusher run). The Passive Radon System Detail on M5.01 notes that the base layer directly beneath the slab should be a 4" layer of gas permeable material (clean aggregate or sand). This insinuates that the materials should not be fully compacted to allow for permeability. CDM has a concern that if base layer of material directly beneath the slab is not densely compacted as the Structural Drawings require, there will be Structural issues with the support of the concrete slab above resulting in cracking and possible structural failure of the slab. Please advise. See attached referenced documents.

### Recommendation

Possible incorporation of a post tensioned slab.

### Notes

REVISED BY S+R ON 9/16/14

### Response

**Response By**  
**Responded**

We recommend providing a 4" thick uniform layer of clean coarse aggregate. This will not change the design of the slab.  
H. Jeffreys

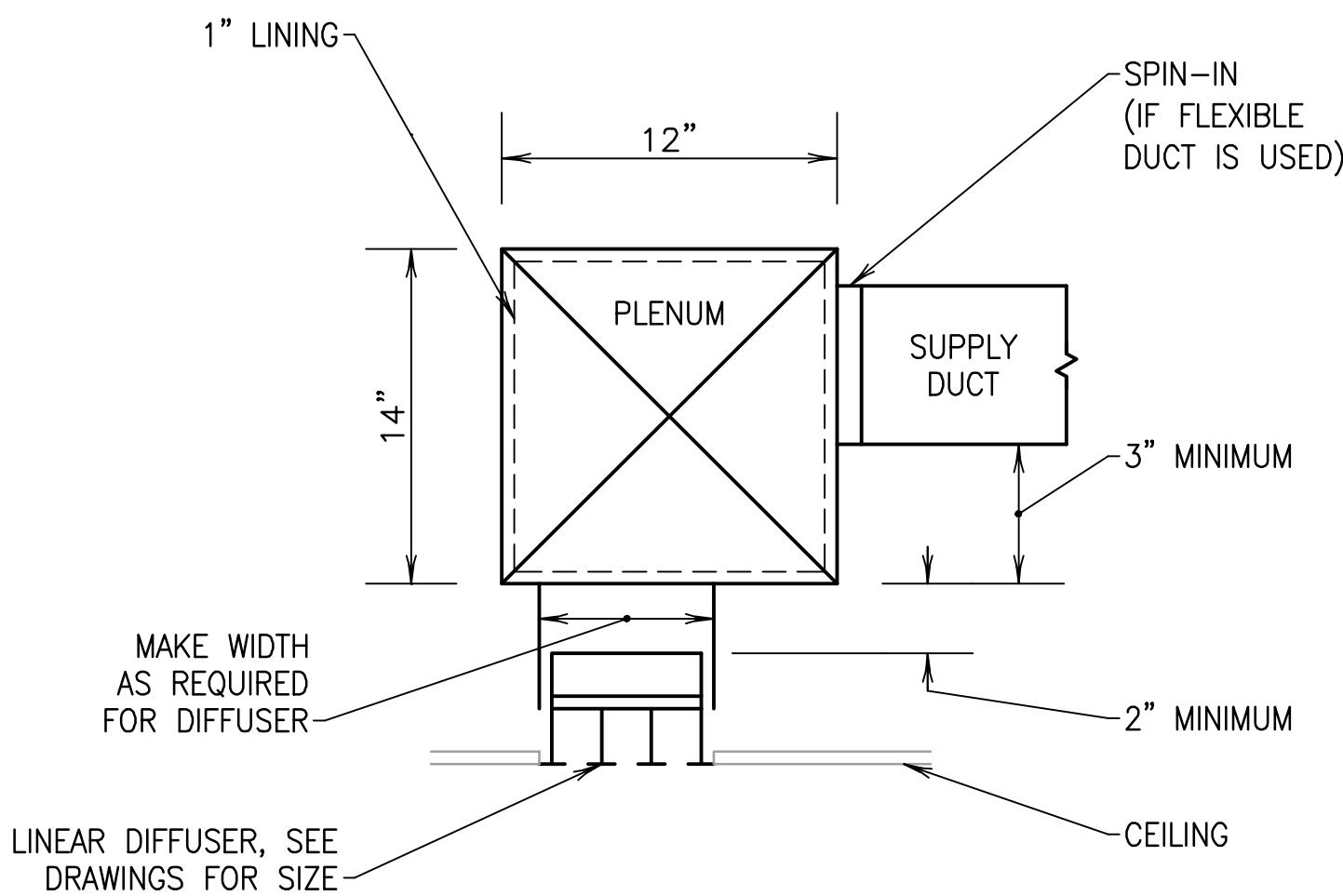
### Supporting Documents

Document Type	Document	Open	Description	Date	Size (KB)
File	SE Library RFI #002 - Passive Radon System Aggregate Layer.pdf		SE Library RFI #002 - Passive Radon System	9/9/2014	678





LAST DATED BY: MLO:01 DETAILED Aug 28, 2014 - 11:40am

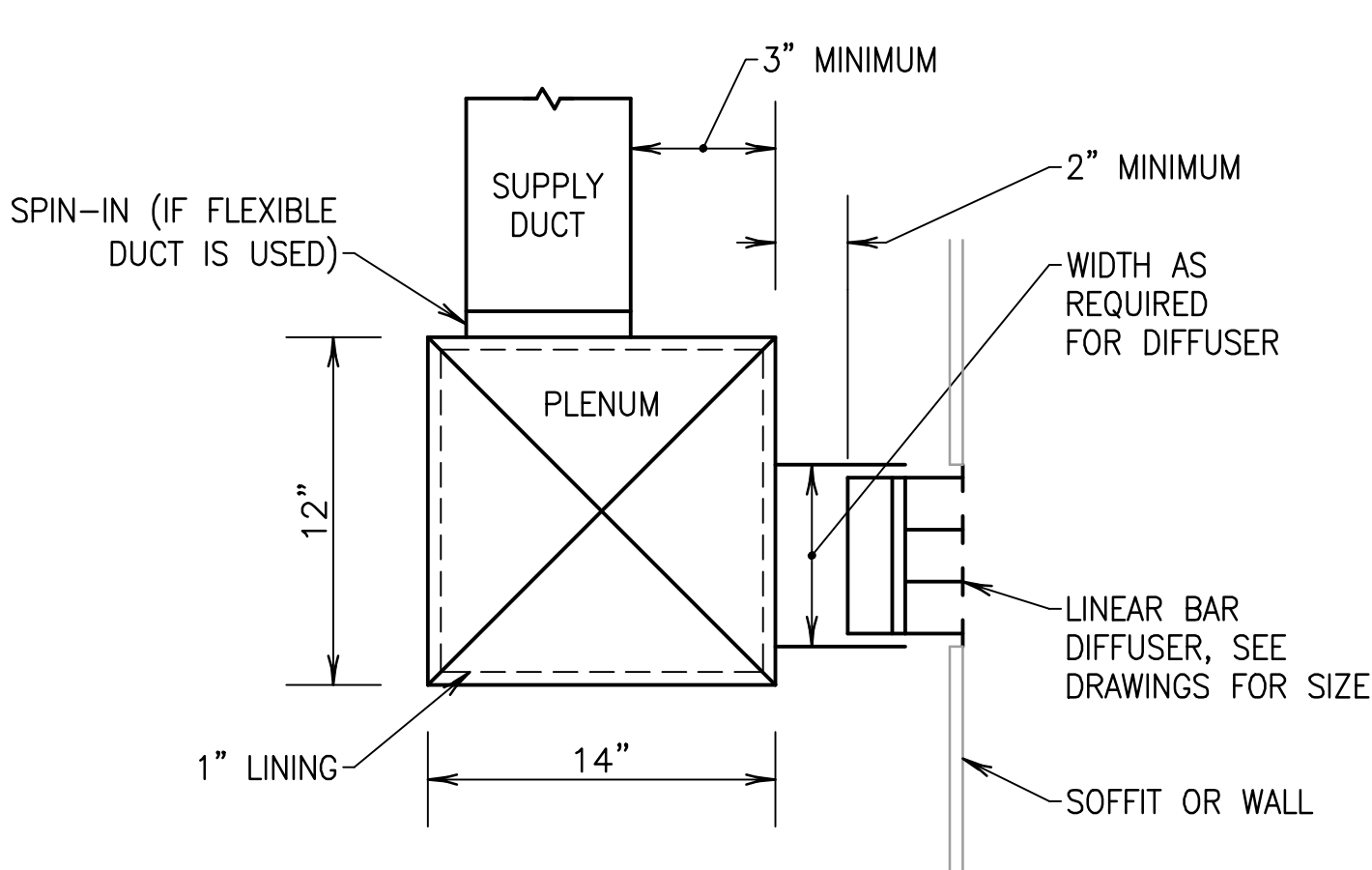


### LINEAR DIFFUSERS

NO SCALE

#### NOTES:

1. NECK AND PLENUM LENGTH SHALL BE DETERMINED BY ACTIVE DIFFUSER LENGTH.
2. DIFFUSER MOUNTING FRAME SHALL BE DETERMINED BY CEILING CONSTRUCTION AND MOUNTING CONDITIONS. SEE ARCHITECTURAL DRAWINGS.
3. TRANSITION AND/OR ADJUST PLENUM DIMENSIONS TO COORDINATE WITH STRUCTURE OR OTHER UTILITIES.
4. SEE DRAWINGS FOR SPECIAL PLENUM SIZES.

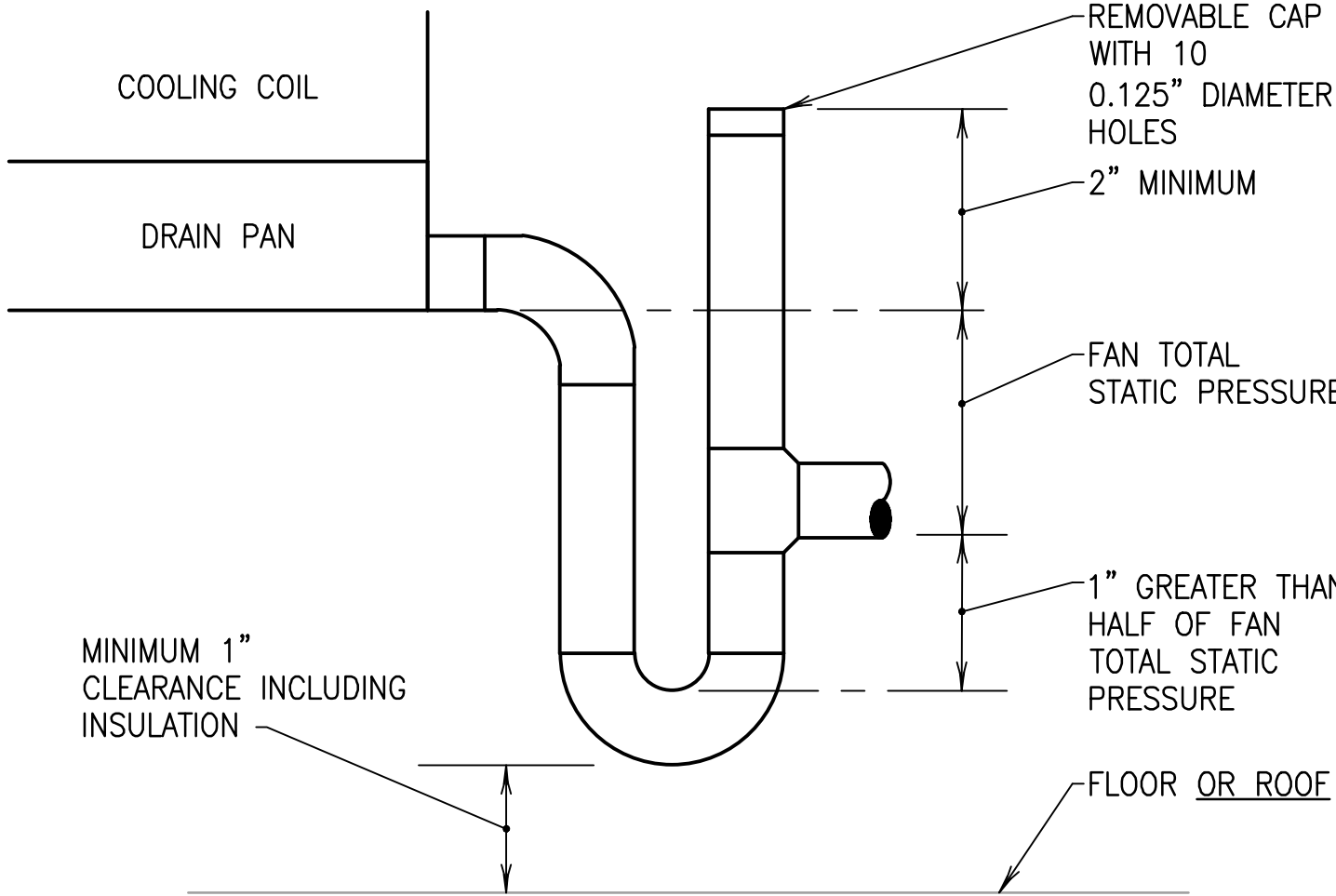


### SIDEWALL LINEAR DIFFUSERS

NO SCALE

#### NOTES:

1. NECK AND PLENUM LENGTH SHALL BE DETERMINED BY ACTIVE DIFFUSER LENGTH.
2. DIFFUSER MOUNTING FRAME SHALL BE DETERMINED BY WALL CONSTRUCTION AND MOUNTING CONDITIONS. SEE ARCHITECTURAL DRAWINGS.
3. TRANSITION AND/OR ADJUST PLENUM DIMENSIONS TO COORDINATE WITH STRUCTURE OR OTHER UTILITIES.
4. SEE DRAWINGS FOR SPECIAL PLENUM SIZES.

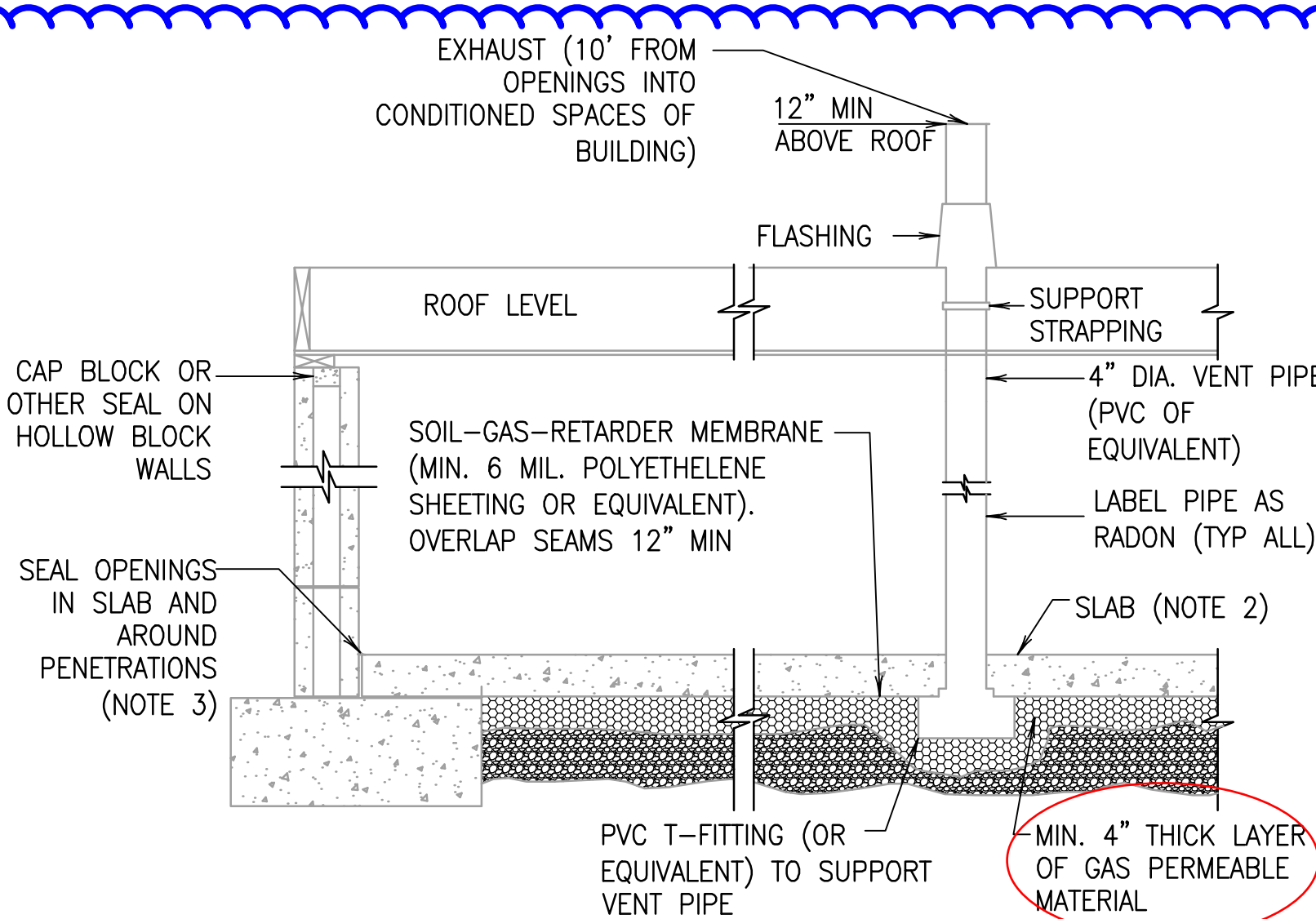


### CONDENSATE DRAIN FOR DRAW-THROUGH COOLING COILS

NO SCALE

#### NOTES:

1. PIPING SHALL BE FULL SIZE OF DRAIN CONNECTION.
2. EXTEND DRAIN PIPING AS INDICATED ON THE DRAWINGS OR TO THE NEAREST INDIRECT WASTE RECEPTOR FLOOR DRAIN OR ROOF RECEPTOR ADJACENT TO EQUIPMENT.
3. WHERE SUPPORTED, ISOLATE DRAIN PIPING FROM CLAMPS WITH TYPE PI ISOLATORS.

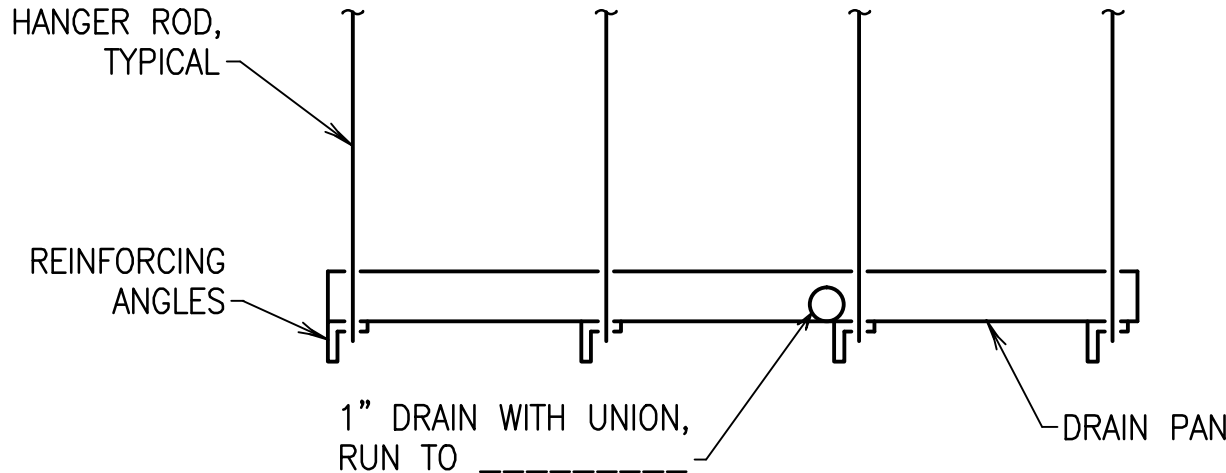


### PASSIVE RADON SYSTEM DETAIL

NO SCALE

#### NOTES:

1. ALL CONCRETE SLABS THAT COME IN CONTACT WITH THE GROUND SHALL BE LAID OVER A GAS PERMEABLE MATERIAL MADE UP OF EITHER A MINIMUM 4" THICK UNIFORM LAYER OF CLEAN AGGREGATE OR A MINIMUM 4" THICK UNIFORM LAYER OF SAND, OVERLAIN BY A LAYER OR STRIPS OF MANUFACTURED MATING DESIGNED TO ALLOW THE LATERAL FLOW OF SOIL GASES.
2. ALL CONCRETE FLOOR SLABS SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL BUILDING CODES. ADDITIONAL REFS: AMERICAN CONCRETE INSTITUTE PUBLICATIONS, "AC1302R" & "AC1332R", OR THE POST TENSIONS INSTITUTE MANUAL, "DESIGN AND CONSTRUCTION OF POST-TENSIONED SLABS ON GROUND"
3. ALL OPENINGS, GAPS, AND JOINTS IN FLOOR AND WALL ASSEMBLIES IN CONTACT WITH SOIL OR IN GAPS AROUND PIPES, TOILETS, OR DRAINS PENETRATING THESE ASSEMBLIES SHALL BE FILLED OR CLOSED WITH MATERIALS THAT PROVIDE A PERMANENT AIR-TIGHT SEAL. SEAL LARGE OPENINGS WITH NON-SHRINK MORTAR, GROUT, OR EXPANDING FOAM MATERIALS AND SMALLER GAPS WITH ELASTOMERIC JOINT SEALANTS AS DEFINED IN ASTM C920-87.
4. VENT PIPES SHALL BE INSTALLED SO THAT ANY RAINWATER OR CONDENSATION DRAINS DOWNWARD INTO THE GROUND BENEATH THE SLAB OR SOIL-GAS-RETARDED MEMBRANE.
5. CIRCUITS SHOULD BE A MINIMUM 15 AMP, 115 VOLT.
6. THIS DETAIL IS A SCHEMATIC ILLUSTRATION FOR POTENTIAL PASSIVE MECHANICAL REQUIREMENTS AND IN NO WAY IS INTENDED TO PROVIDE A PROVEN RADON MITIGATION SYSTEM. REFER TO EPA PUBLICATION EPA/402-K-01-002, BUILDING RADON OUT.
7. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE RADON VENTING SYSTEM WITH EXPERIENCED LOCAL RADON GAS MITIGATION SUBCONTRACTORS.
8. THE SIZE AND AIR MOVEMENT CAPACITY OF THE VENT SHALL BE SUFFICIENT TO CREATE AND MAINTAIN A PRESSURE FIELD BENEATH THE SLAB OR CRAWLSPACE MEMBRANE THAT IS LOWER THAN THE PRESSURE ABOVE THE SLAB OR MEMBRANE.
9. ALL PORTIONS OF THE VENT PIPE SHALL BE LOCATED OUTSIDE THE HABITABLE SPACE OF THE BUILDING.
10. PROVIDE A VISIBLE OR AUDIBLE WARNING SYSTEM TO ALERT THE BUILDING OCCUPANTS IF THERE IS A LOSS OF PRESSURE OR AIR FLOW IN THE VENT PIPE.

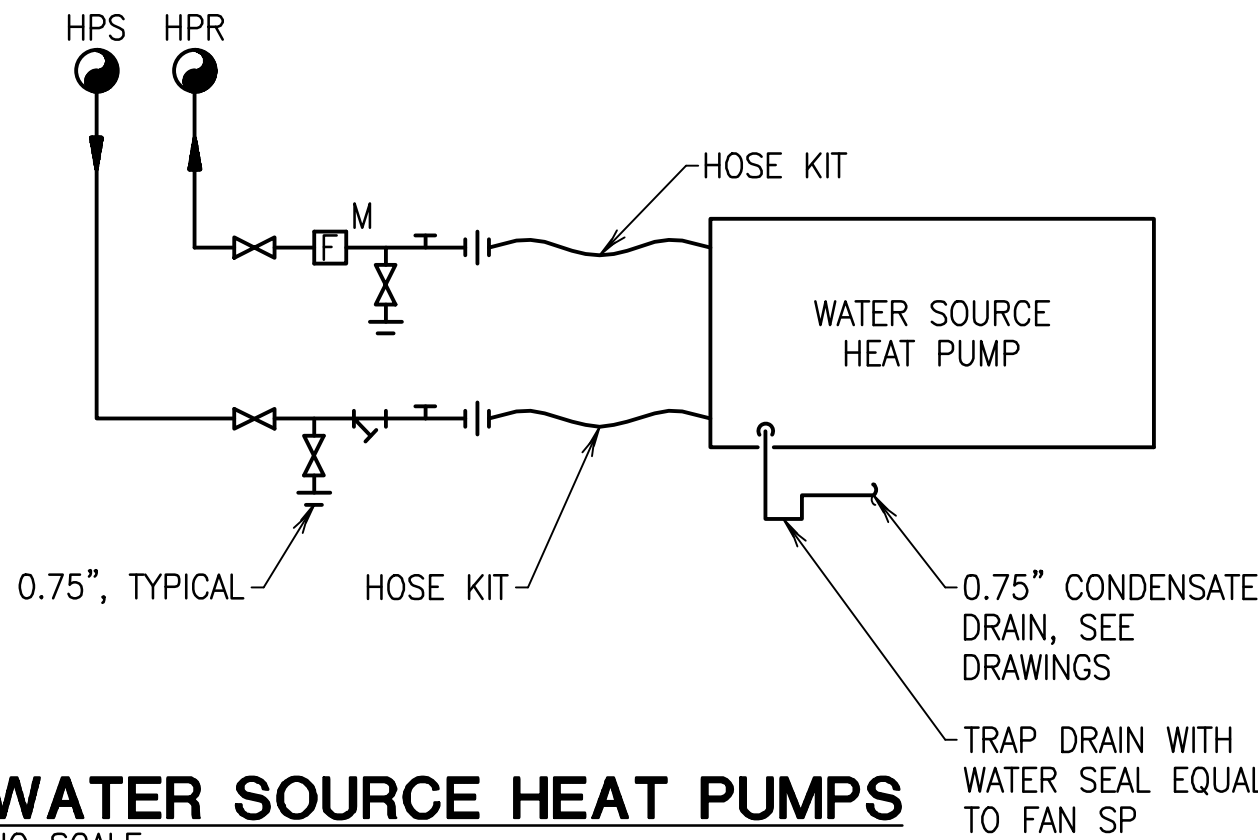


### AUXILIARY DRAIN PANS

NO SCALE

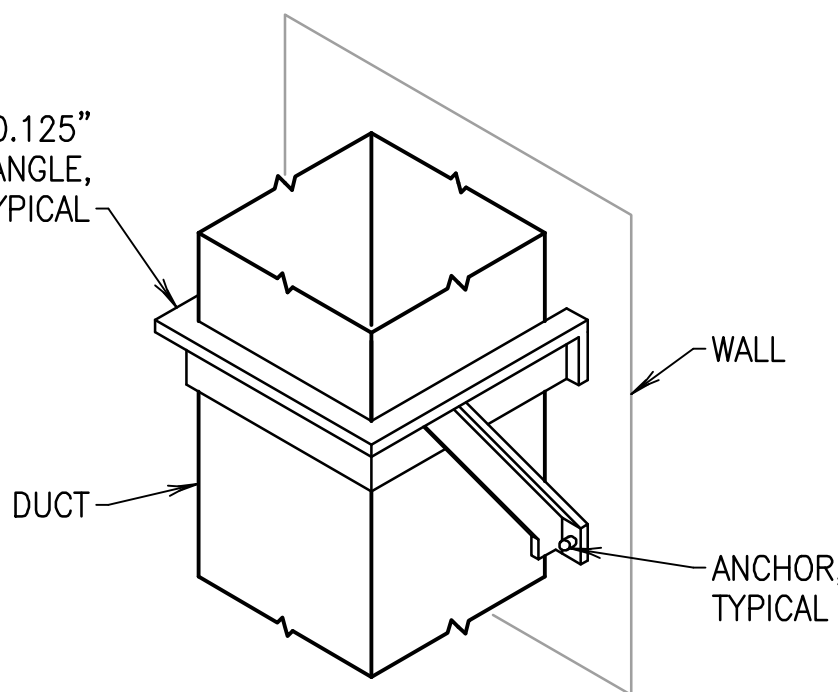
#### NOTES:

1. DRAIN PANS SHALL BE REMOVABLE, MINIMUM 1.5" DEEP, CONSTRUCTED OF 18 GAUGE GALVANIZED SHEET METAL WITH WELDED CORNERS AND SEAMS, AND SIZED TO COVER AND EXTEND 3" BEYOND THE AREA BELOW FAN AND COIL SECTIONS, AND PIPING CONNECTIONS AND VALVES.
2. DRAIN PAN SUPPORTS SHALL BE INDEPENDENT OF EQUIPMENT AND EQUIPMENT SUPPORTS.



### WATER SOURCE HEAT PUMPS

NO SCALE

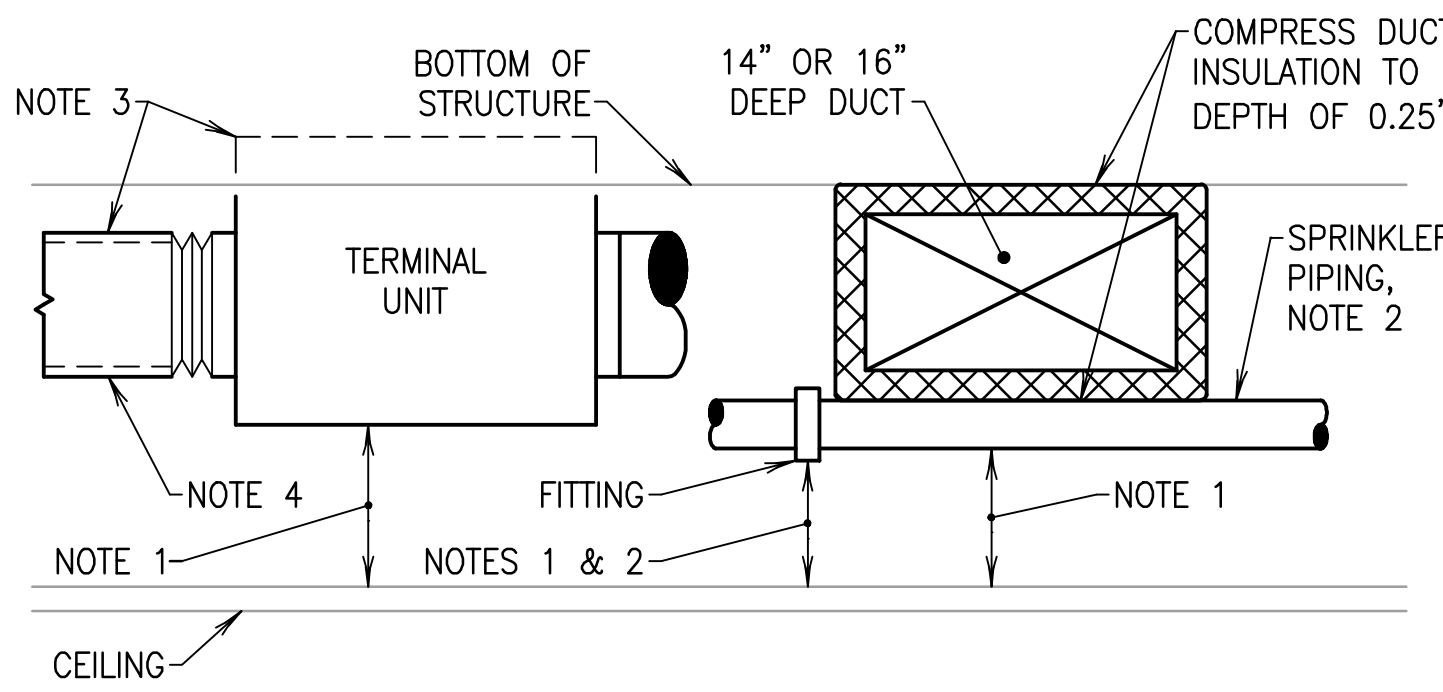


### EXTERIOR VERTICAL DUCT SUPPORTS

NO SCALE

#### NOTES:

1. WELD 45° MEMBERS TO HORIZONTAL MEMBERS.
2. PROVIDE SUPPORTS 12' ON CENTER.
3. MECHANICALLY FASTEN DUCT TO HORIZONTAL ANGLES. LOCATE FASTENERS WITHIN 1" OF WALL AND WITHIN 2" IN BOTH DIRECTIONS FROM OUTSIDE CORNERS OF DUCT.

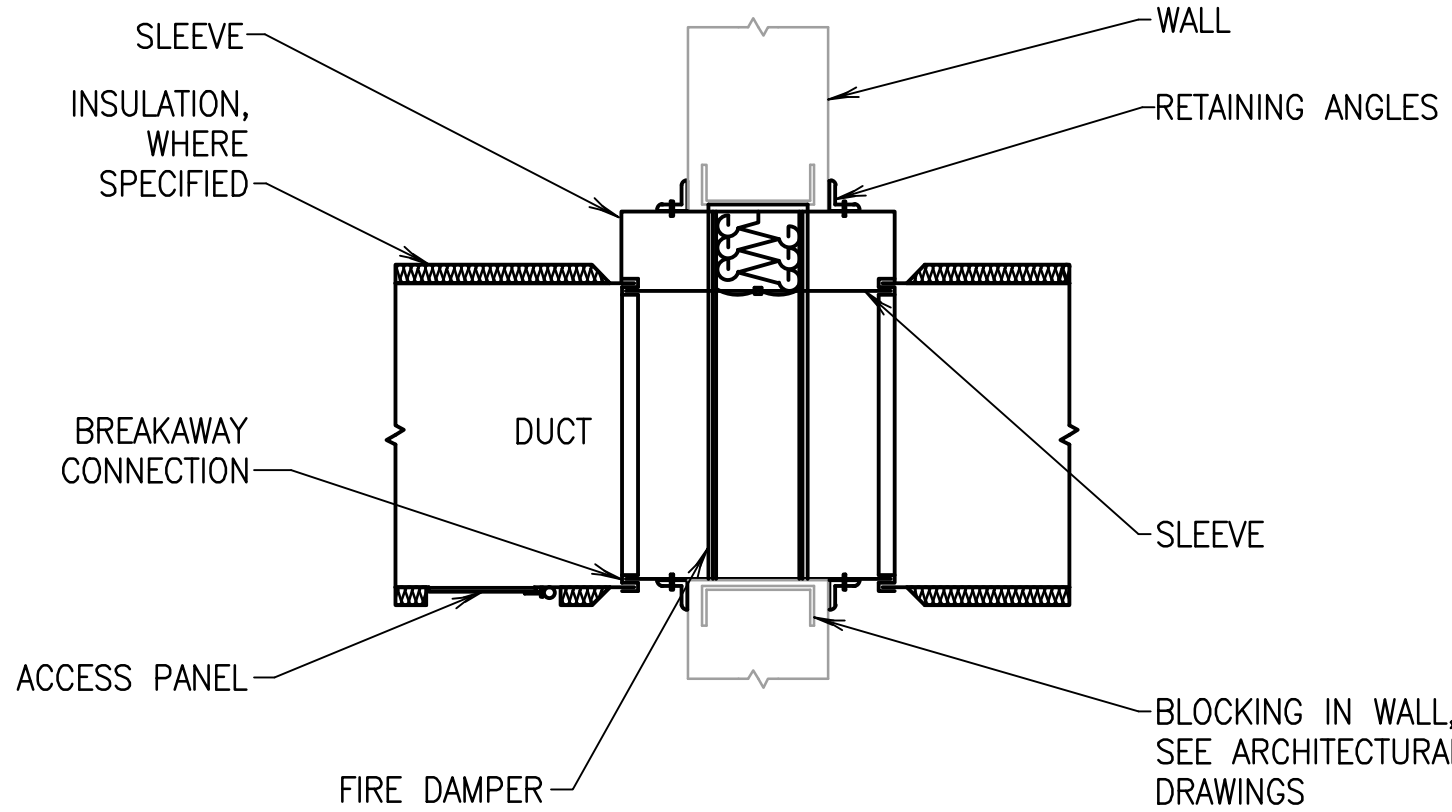


### DUCTWORK INSTALLATION AND COORDINATION

NO SCALE

#### NOTES:

1. MAINTAIN MINIMUM 7" HIGH CLEARANCE FROM BOTTOM OF CEILING FOR LUMINAIRES.
2. DO NOT LOCATE SPRINKLER PIPE FITTINGS UNDER DUCTWORK, DUCTWORK FLANGES, OR TERMINAL UNITS UNLESS 7" CLEARANCE CAN BE MAINTAINED.
3. OFFSET TERMINAL UNITS AND CONNECTING DUCTWORK UP INTO STRUCTURE OR BETWEEN JOISTS TO MAINTAIN 7" CLEARANCE WHERE UNITS HAVE A DEPTH GREATER THAN 16".
4. OFFSET DUCTWORK AND RUNOUTS TO PASS BETWEEN LUMINAIRES TALLER THAN 6.75".
5. OFFSET PIPING, DUCTWORK AND EQUIPMENT TO ACCOMMODATE CEILING COVES AND FRAMING.

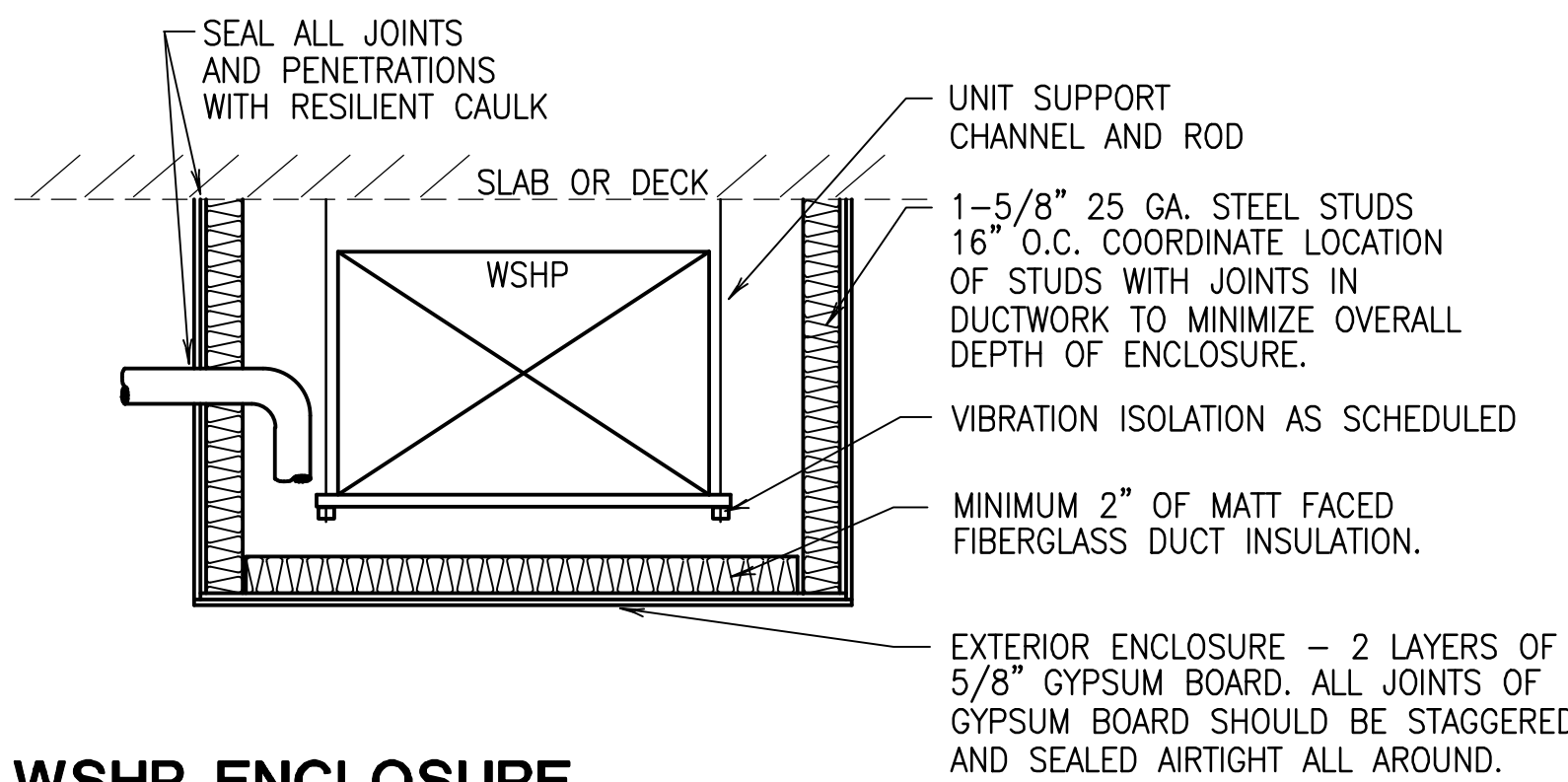


### DUCT WALL PENETRATIONS WITH FIRE DAMPER

NO SCALE

#### NOTES:

1. INSTALL DAMPERS IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS.
2. TAPE INSULATION TO DUCT AT BREAKAWAY CONNECTIONS. BREAKAWAY CONNECTIONS AND RETAINING ANGLES SHALL BE VISIBLE.
3. TYPE B FIRE DAMPER SHOWN. INSTALLATION SIMILAR FOR TYPE A AND TYPE C DAMPERS.
4. INSTALLATION SIMILAR FOR COMBINATION FIRE/SMOKE DAMPERS.
5. SEAL BREAKAWAY CONNECTIONS.
6. LOCATE ACCESS PANEL ON SIDE OF WALL WITH NO CEILING, OR OVER CORRIDOR CEILING, WHERE APPLICABLE.



### WSHP ENCLOSURE

NO SCALE

#### NOTES:

1. COORDINATE SPACE REQUIREMENTS OF ENCLOSURE WITH OTHER TRADES.
2. ENCLOSURE MAY EXTEND TO ADJACENT WALL OR STRUCTURE ABOVE AS SHOWN.
3. PROVIDE ACCESS DOORS WHERE REQUIRED. ACCESS DOORS SHALL HAVE MINIMUM SURFACE WEIGHT OF 2.5 PSF AND BE GASKETED TO SEAL AIRTIGHT.
4. ALLOW NO CONTACT BETWEEN ENCLOSURE AND UNIT/CEILING ELEMENTS

STANLEY  
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P U C

ARCHITECTURE  
INTERIORS  
PLANNING  
PROGRAM MANAGEMENT  
1056 SPRING STREET, N.W.  
ATLANTA, GEORGIA 30309-3418  
404-876-3005  
404-876-6841 fax  
www.stanleylove-stanleypps.com  
IN ASSOCIATION WITH  
CRAIG GAULDEN  
DAVIS  
10 WASHINGTON PARK  
GREENVILLE, SOUTH CAROLINA 29601  
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Atlanta, Georgia 30308-1277  
T 404 730-5400  
F 404 730-5401  
CONTACT: Belwood Housh  
NAB PROJECT: 146097

DRAWING TITLE  
MECHANICAL  
DETAILS

FULTON COUNTY  
atlanta-fulton public library system  
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PROFESSIONAL SEAL

ISSUE/ REV DATE  
GMP PRICING 09/03/14

DRAWN  
RLC/HPL  
CHECKED  
BCD  
DATE  
03 SEP 2014  
SCALE  
NONE  
PROJECT NO.  
4110  
FILENAME  
M5  
DRAWING NO.  
M5.01

SHT OF SHEETS

RELEASED FOR CONSTRUCTION TBD \_ \_ \_ \_ \_ Date





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## Contractor Request for Information

**Project** [L006] - **View Date** 9/9/2014  
Southeast  
Library

C. D. Moody  
Construction  
Company, Inc. **Contractor RFI No.**  
6017 Redan Road L006-00003  
Lithonia, Georgia  
30058  
Phone: (678) 482-  
7778  
Fax: (678) 482-  
7727

---

<b>To</b>	David Rather (C. D. Moody Construction Company, Inc.) Diana Alarcon (Stanley Love-Stanley P.C.) Evan Jahn (Heery/Russell a joint Venture) Ivenue Love-Stanley (Stanley Love-Stanley P.C.) Iziah "Ike" Tiggs (C. D. Moody Construction Company, Inc.)	
<b>From</b>	David Rather (C. D. Moody Construction Company, Inc.)	<b>Date</b> 9/9/2014
<b>Reason for Request</b>	Engineering Conflict	<b>Response Required By</b>
<b>Subject</b>	Mechanical Yard Pavement	<b>Status</b>

---

<b>Drawing No.</b>	C2.00	<b>Detail No.</b>
<b>CSI Code</b>		<b>Reference No.</b>

### Information Requested

Sheet C2.00 notes that slab for mechnacal yard should be heavy duty pavement (Ref. Detail 3/C6.00). Finish schedule on A1.22 states that the mechanical yard should be gravel. Please confirm mechanical yard will recieve heavy duty pavement.

### Recommendation

### Notes

---

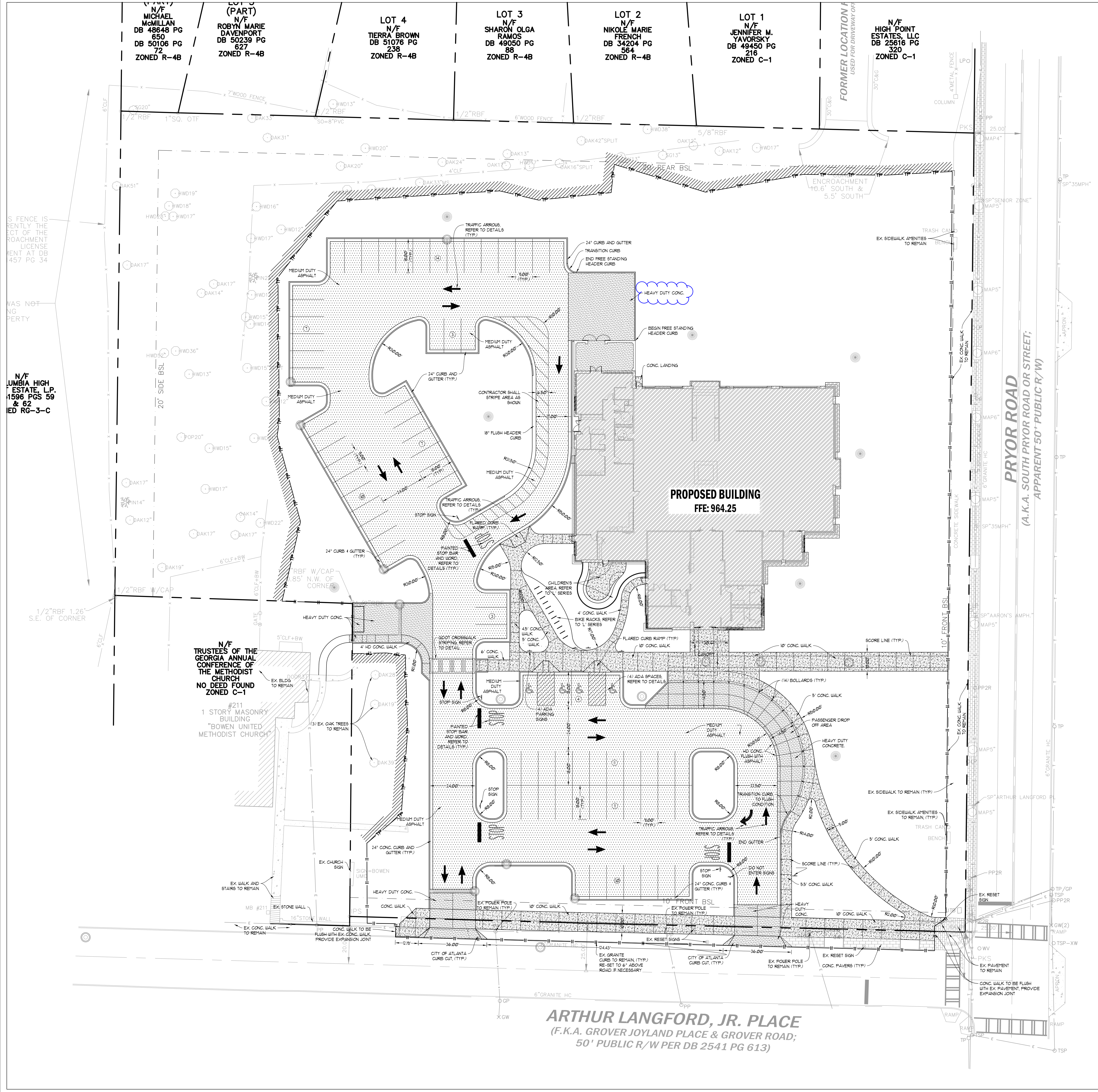
**Response** Mech yard will be heavy duty concrete paving. Refer to C200, C300 and C600 for details.  
**Response By** Alan Wieczynski- Breedlove Land Planning  
**Responded** 9.10.14

### Supporting Documents

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Document Type	Document	Open	Description	Date	Size (KB)
File	SE Library RFI #003 - Mechanical Yard Pavement.pdf		SE Library RFI #003 - Mechanical Yard Pavement.pdf	9/9/2014	4049





# SITE PLAN LEGEND

## LAYOUT & STAKING

- COORDINATE POINT
- POINT OF BEGINNING
- DETAIL REFERENCE
- HANDRAIL AND/OR GUARDRAIL
- G.D.O.T. TYPE 4210 VEHICULAR GUARDRAIL

## PAVEMENT MARKINGS

- PARKING ARROW - STRAIGHT, WHITE
- PARKING ARROW - TURN, WHITE
- PAINTED CROSSWALK - WHITE
- ADA PARKING ACCESS AISLE - BLUE
- PAINTED WORD "STOP" - WHITE
- PAINTED WORD "ONLY" - WHITE

## SIGNAGE

- STOP SIGN - MUTCD STANDARD R1-1
- YIELD SIGN - MUTCD STANDARD R1-2
- NO PARKING SIGN - MUTCD STANDARD R8-3a
- DO NOT ENTER SIGN - MUTCD STANDARD R5-1
- ONE WAY SIGN - MUTCD STANDARD R6-2

## SITE GRADING

- PROPOSED INTERMEDIATE CONTOURS
- PROPOSED INDEX CONTOURS
- SPOT ELEVATION
- BERM
- HIGH POINT
- LOW POINT
- FLOW DIRECTION
- SWALE
- SLOPE INDICATOR
- FINISHED GRADE AT TOP OF WALL
- FINISHED GRADE AT BOTTOM OF WALL
- TOP OF CURB ELEVATION

## SITE UTILITIES

- DOMESTIC WATER
- FIRE MAIN
- FIRE HYDRANT
- FIRE DEPARTMENT CONNECTION
- POST INDICATOR VALVE
- CONCRETE THRUST BLOCKING
- WATER VALVE
- GRAVITY SANITARY SEWER
- FORCE MAIN

## GENERAL

- TREE PROTECTION FENCE
- LIMITS OF CONSTRUCTION
- EXISTING TREE TO BE REMOVED

## STORM DRAINAGE STRUCTURES

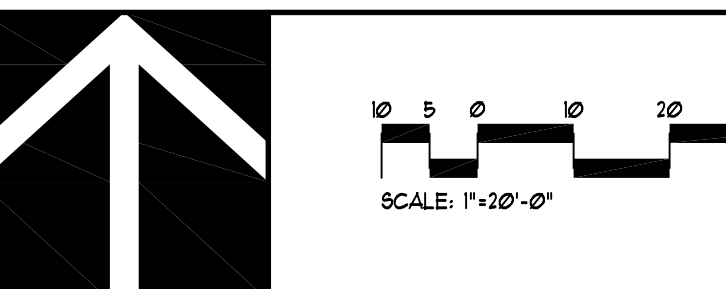
- STORM STRUCTURE LABEL
- OUTLET HEADWALL
- INLET HEADWALL
- FLARED END SECTION - GDOT STANDARD 102
- SAFETY END SECTION - GDOT STANDARD 102
- CATCH BASIN / GRATE INLET
- JUNCTION BOX
- DROP INLET - PEDESTAL TOP
- INLET - GDOT STANDARD 1075a
- W/ TYPE 'E' HOOD
- SINGLE-WING CATCH BASIN - GDOT STANDARD 1033D
- DOUBLE-WING CATCH BASIN - GDOT STANDARD 1034C
- OUTLET CONTROL STRUCTURE
- TOP OF STRUCTURE ELEVATION
- THROAT OF STRUCTURE ELEVATION
- HIGH-DENSITY POLYETHYLENE PIPE
- ALUMINIZED STEEL TYPE 2 PIPE
- DUCTILE IRON PIPE
- REINFORCED CONCRETE PIPE (CLASS IV OR V) W/ RUBBER O-RING GASKET
- PVC
- POLYVINYL CHLORIDE PIPE (SCHEDULE 40)
- INVERT ELEVATION - IN
- INVERT ELEVATION - OUT
- HYDRAULIC GRADE LINE

# PAVING LEGEND

- MEDIUM DUTY ASPHALT PAVING
- CONCRETE WALK
- HEAVY DUTY CONCRETE PAVING
- CONC. PAVERS

24-HOUR CONTACT  
DAVID RATHER

CD MOODY CONSTRUCTION  
770.547.7676



## CAUTION

THE UTILITIES SHOWN ARE SHOWN FOR THE CONTRACTOR'S CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE DESIGN PROFESSIONAL ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATIONS OF UTILITIES WITHIN THE LIMITS OF THE WORK. DAMAGE TO EXISTING UTILITIES BY THE CONTRACTOR FROM HIS/HER OPERATIONS SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

CONTRACTOR SHALL BE RESPONSIBLE TO SECURE THE SERVICES OF A PRIVATE UTILITY LOCATOR FIRST DURING THE ENTIRE COURSE OF CONSTRUCTION. CONTRACTOR SHALL PAY FOR SAID SERVICES. CONTRACTOR SHALL IMMEDIATELY REPAIR ALL UTILITIES DAMAGED BY CONSTRUCTION ACTIVITIES AT NO ADDITIONAL COST TO THE OWNER.

CONTRACTOR SHALL BE RESPONSIBLE FOR COMPACTION OF BACKFILL OF ALL UTILITY TRENCHES WITHIN SITE WORK LIMITS. THIS INCLUDES REFINISHING DUG AND BACKFILLED BY LOCAL UTILITIES SUCH AS POWER, GAS, TELEPHONE, ETC. CONTRACTOR SHALL PROVIDE ADDITIONAL BACKFILL AND COMPACTION AS NECESSARY, IF SETTLEMENT OCCURS.

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DESIGNING TITLE  
SITE STAKING  
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DAVID RATHER

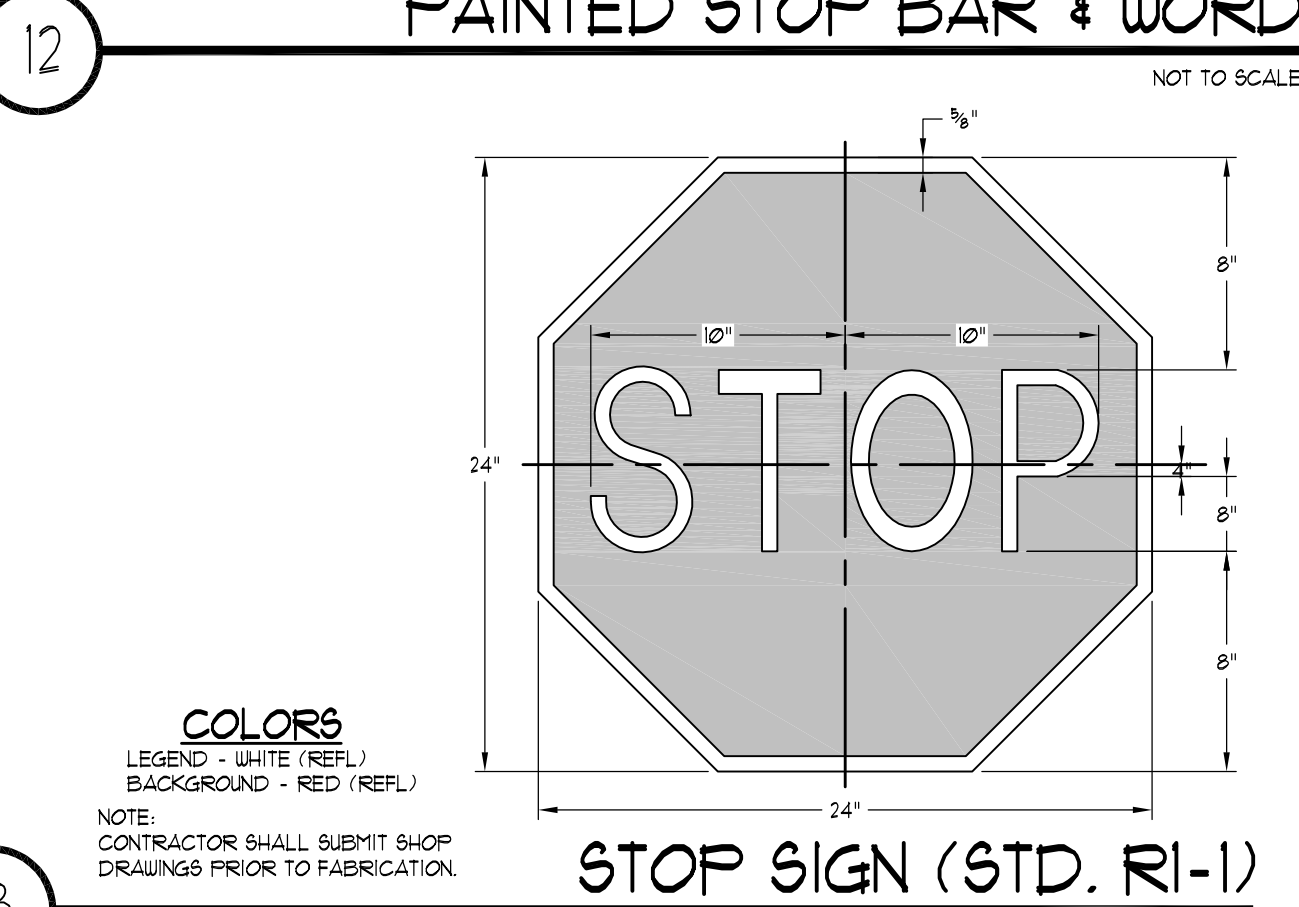
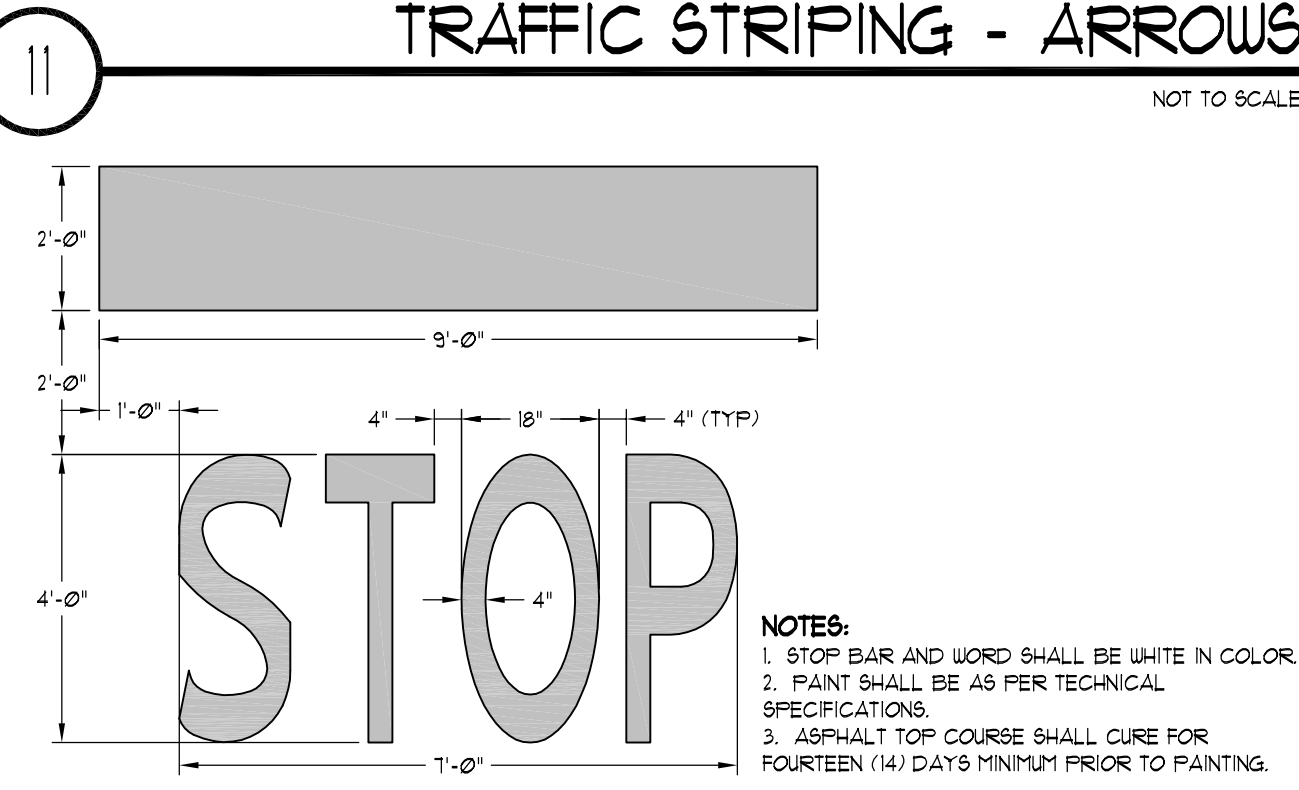
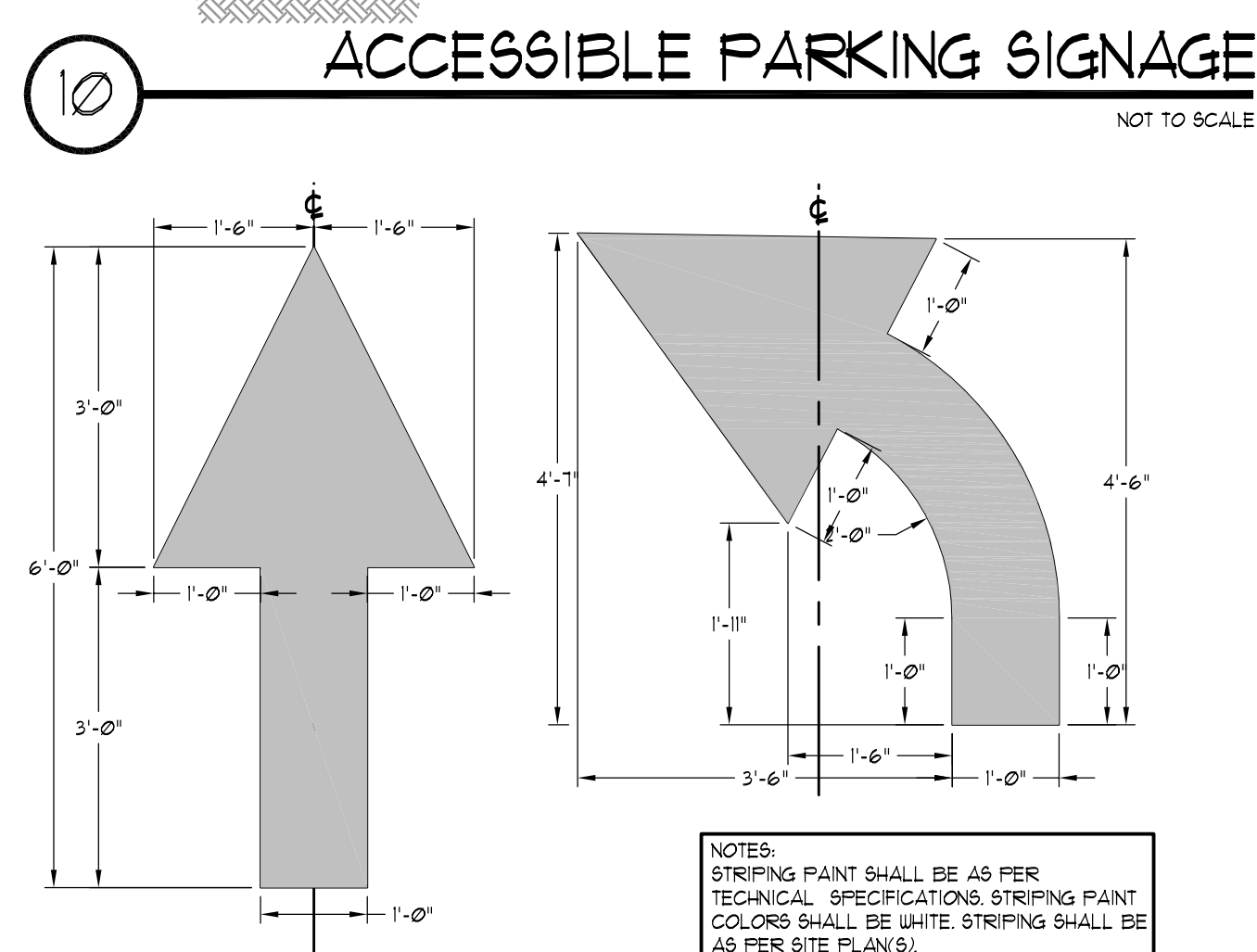
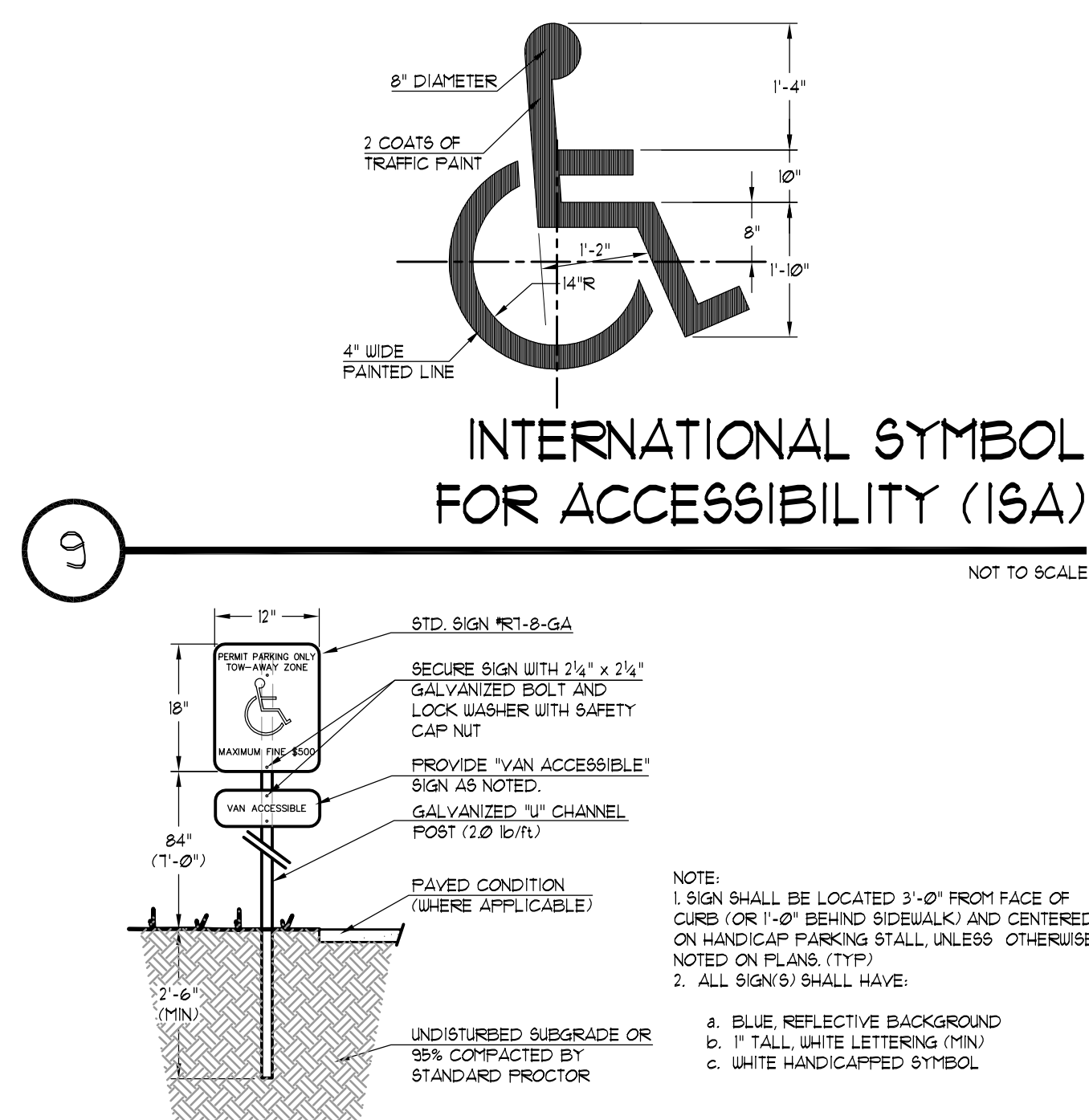
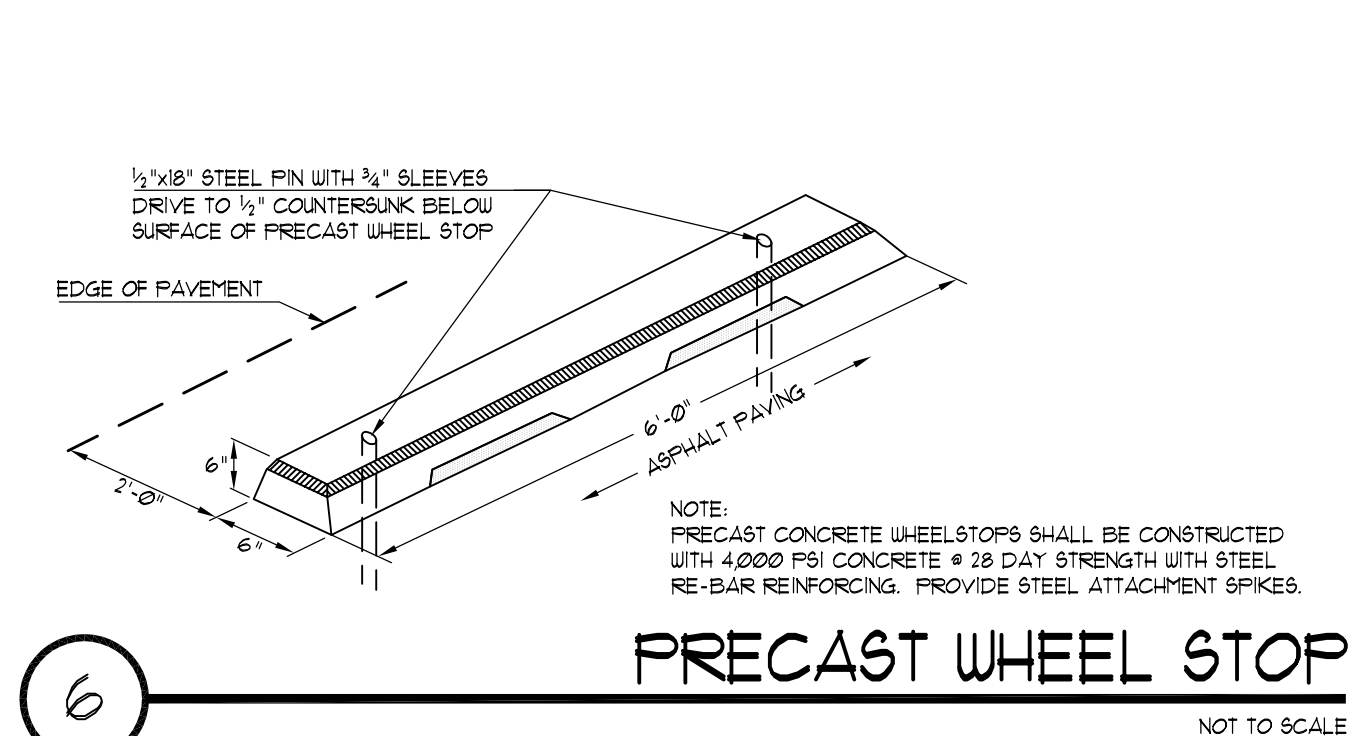
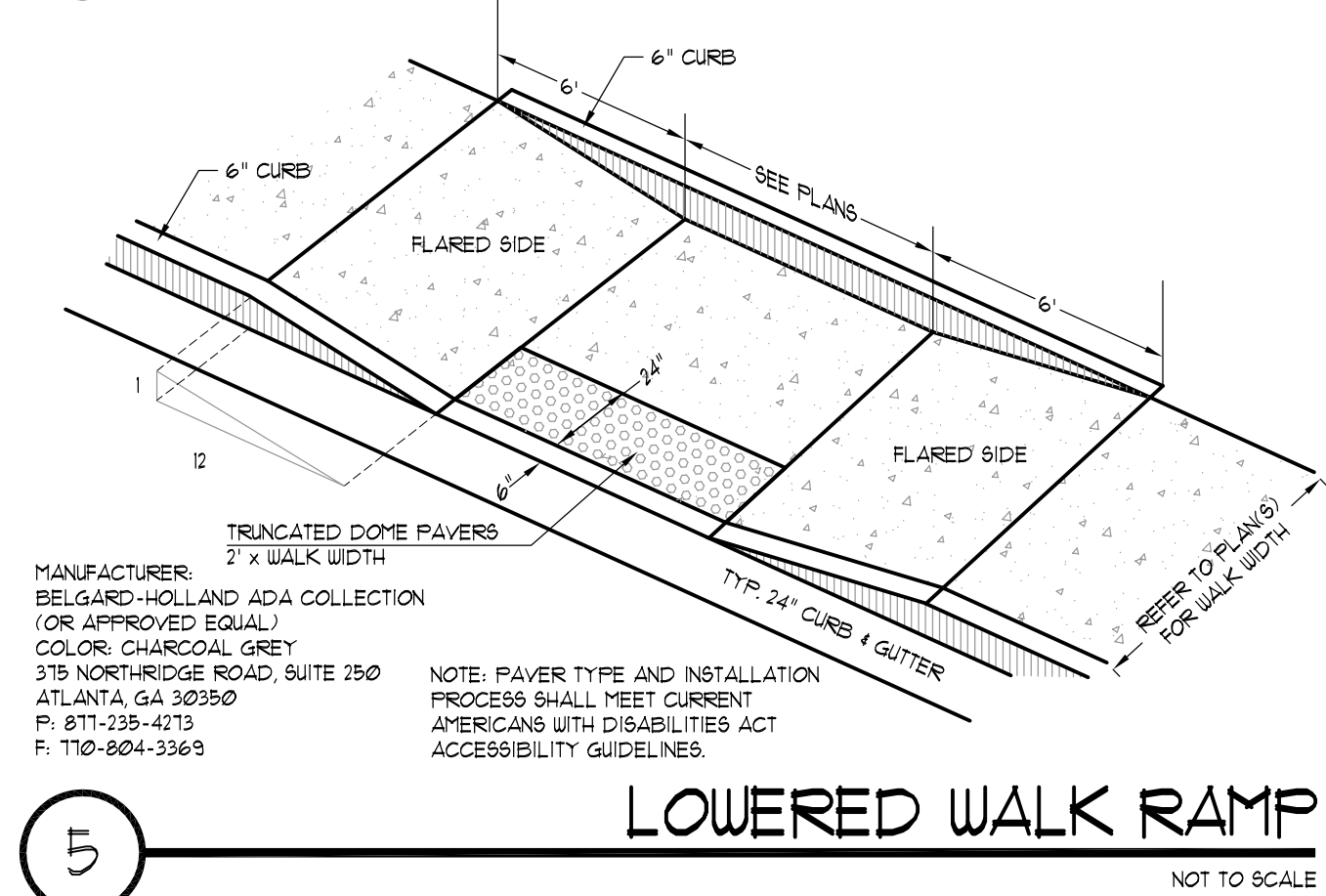
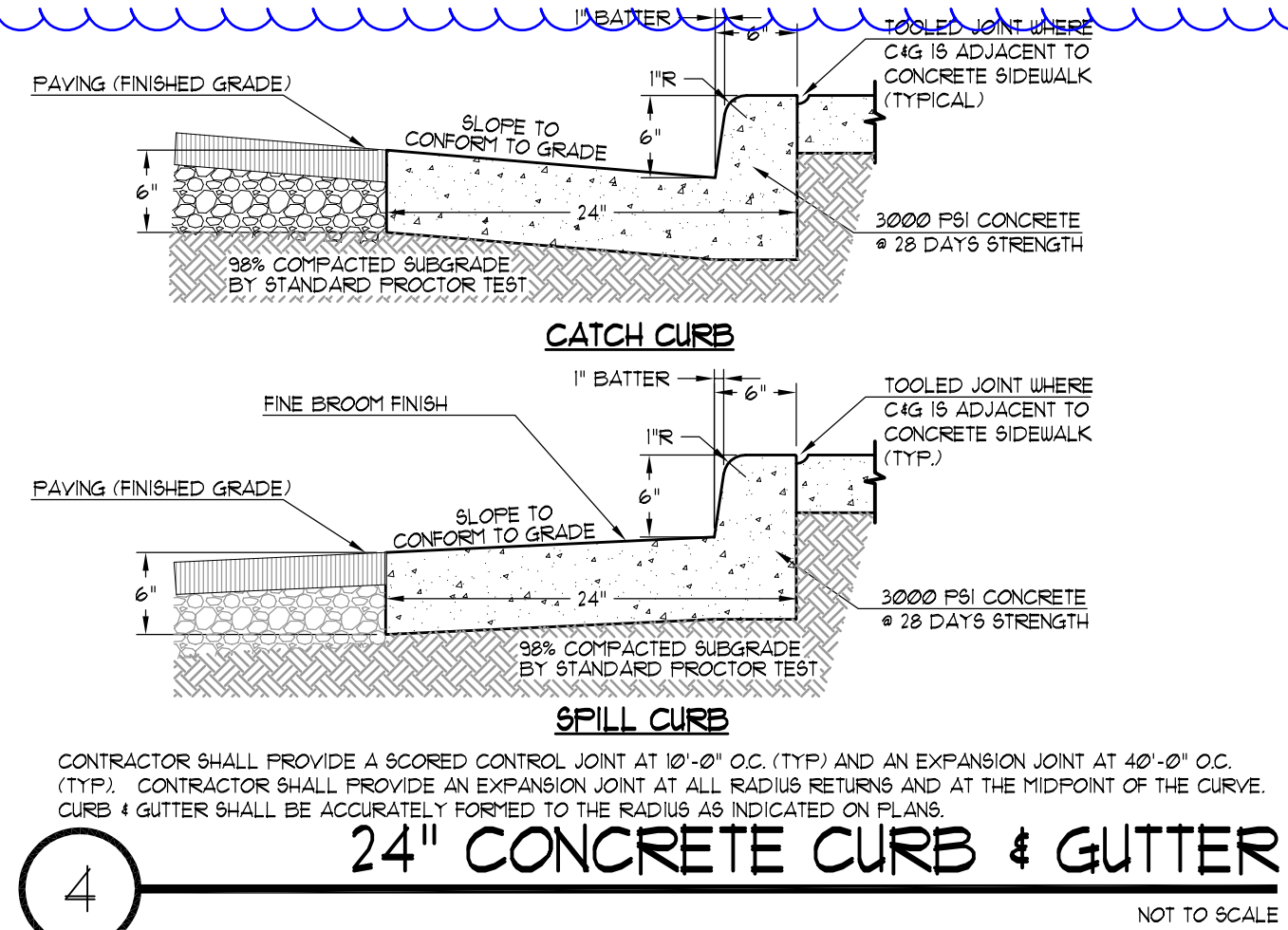
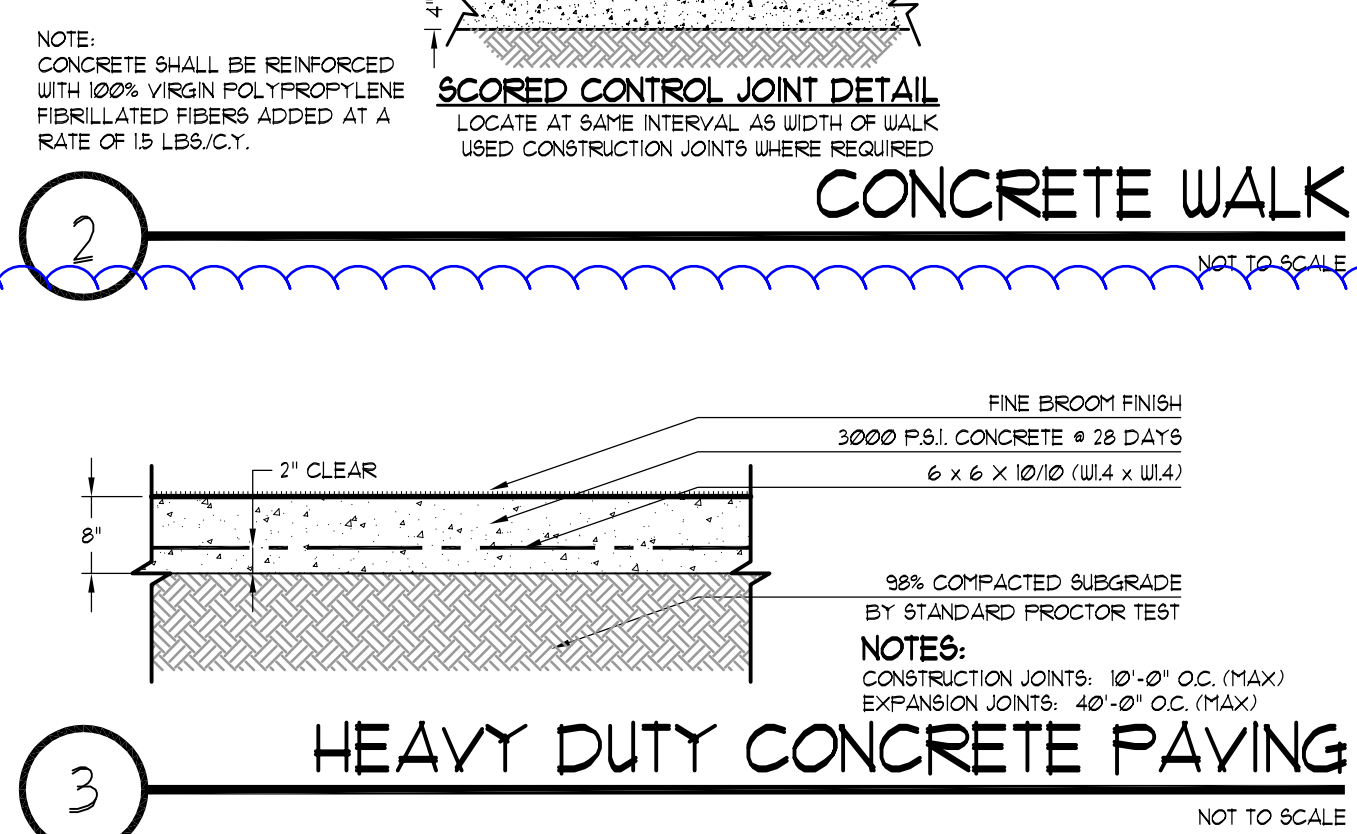
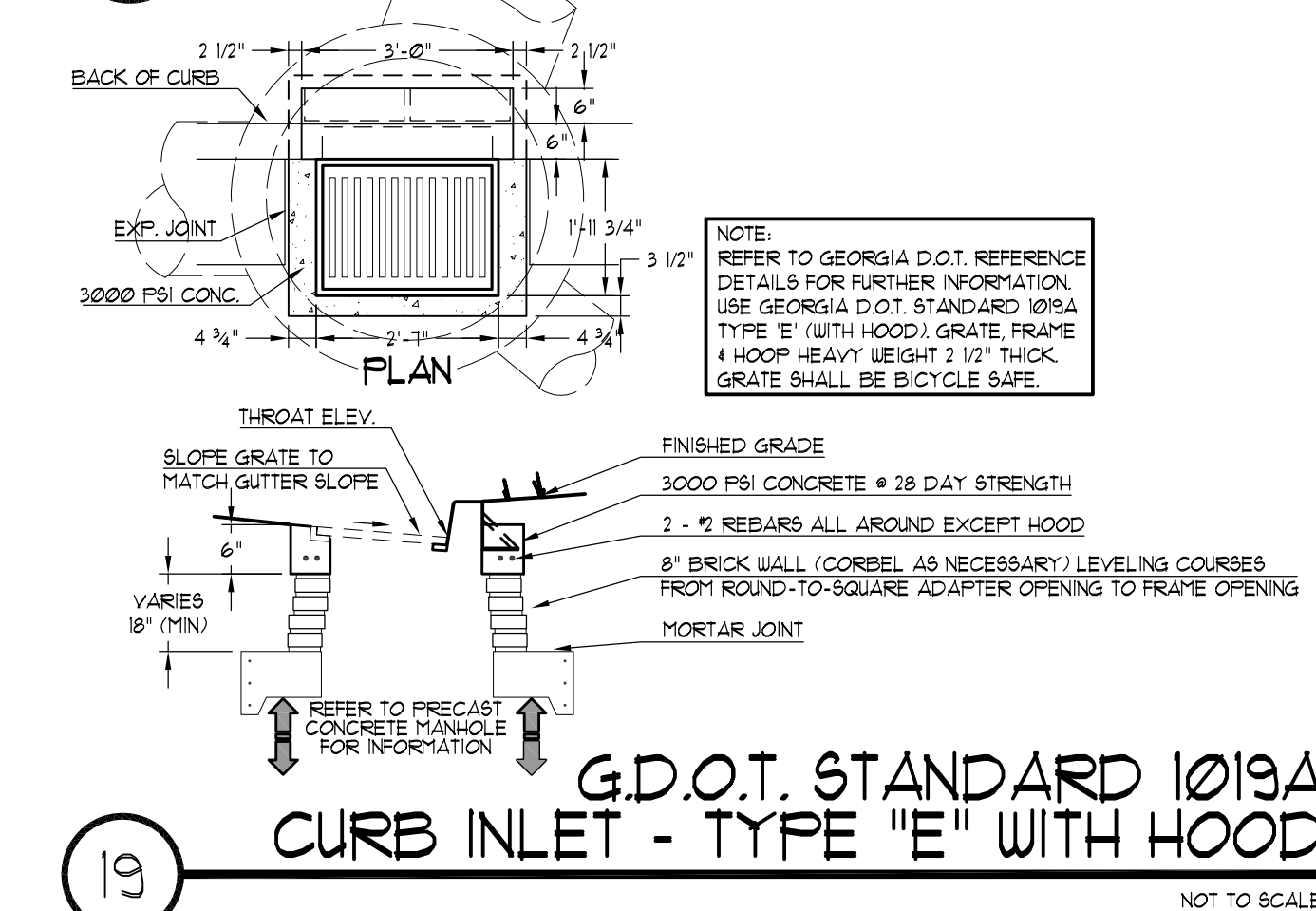
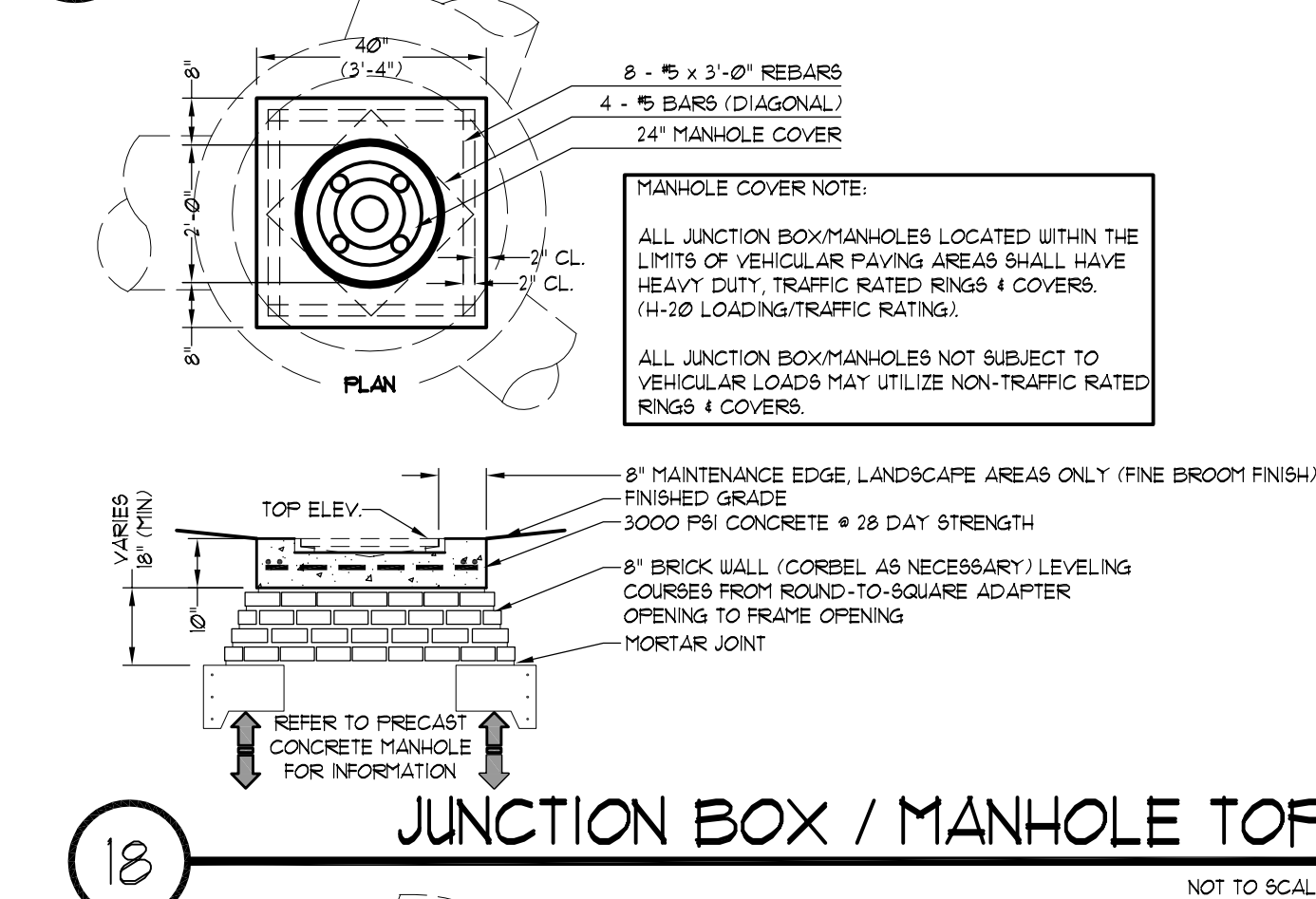
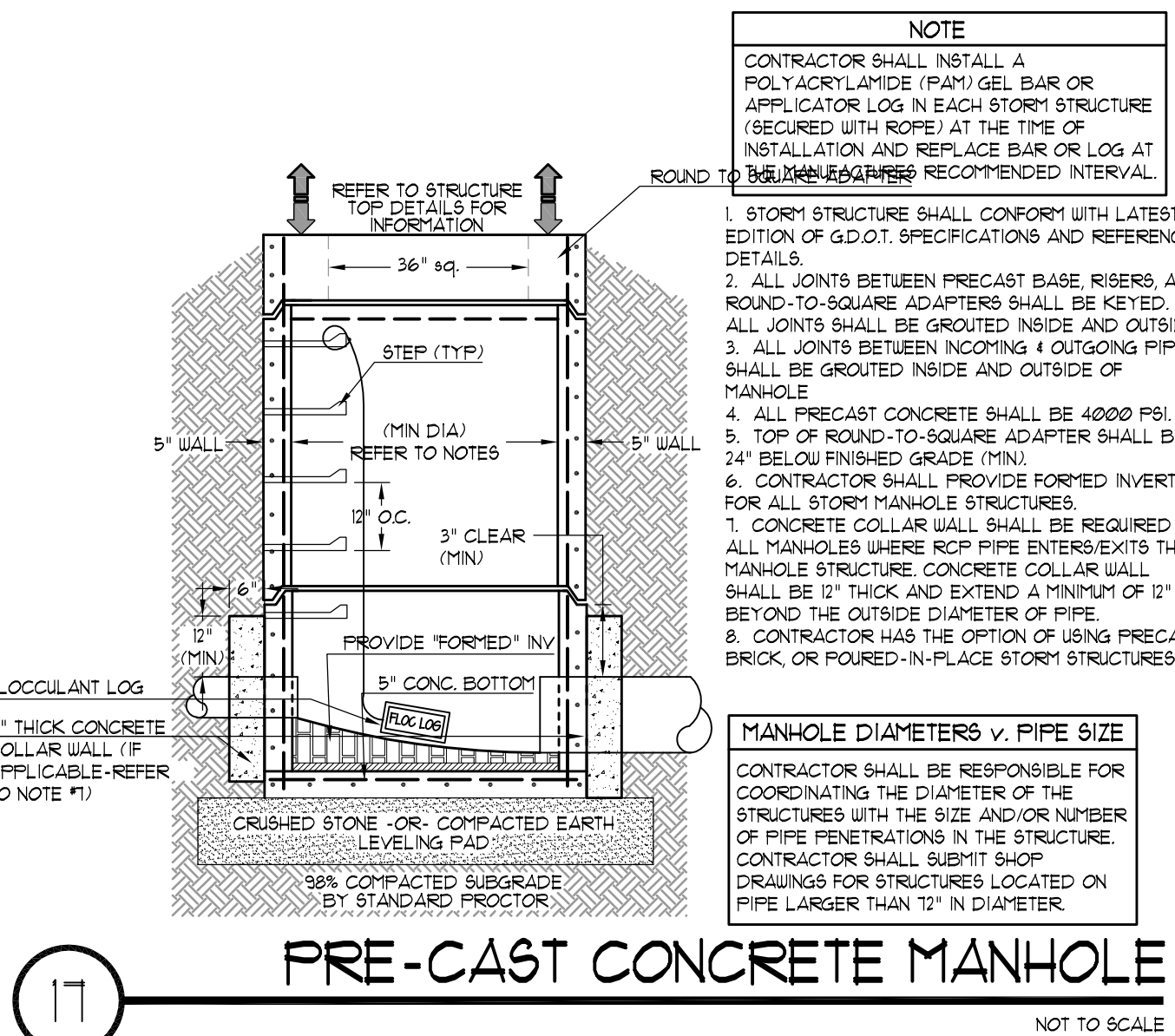
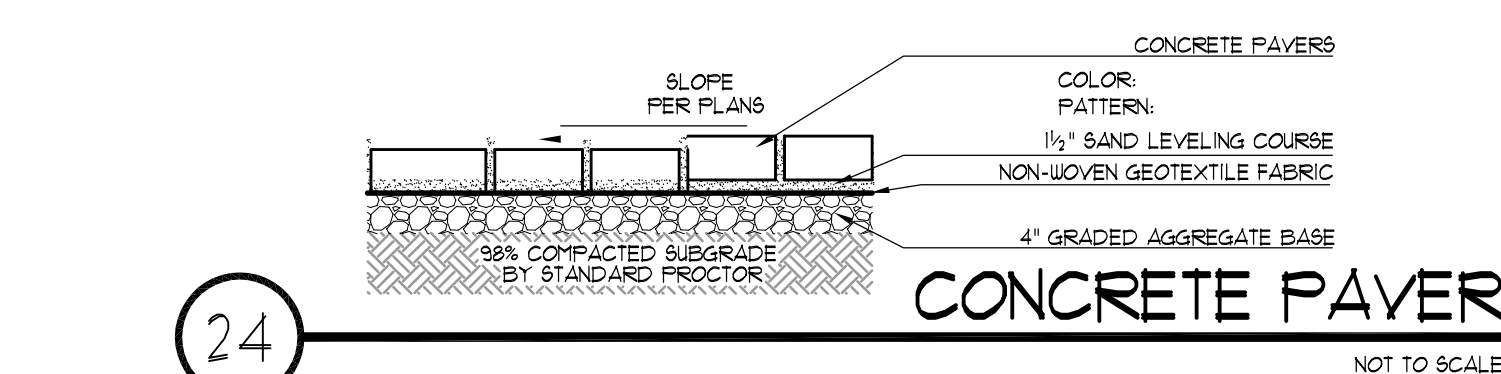
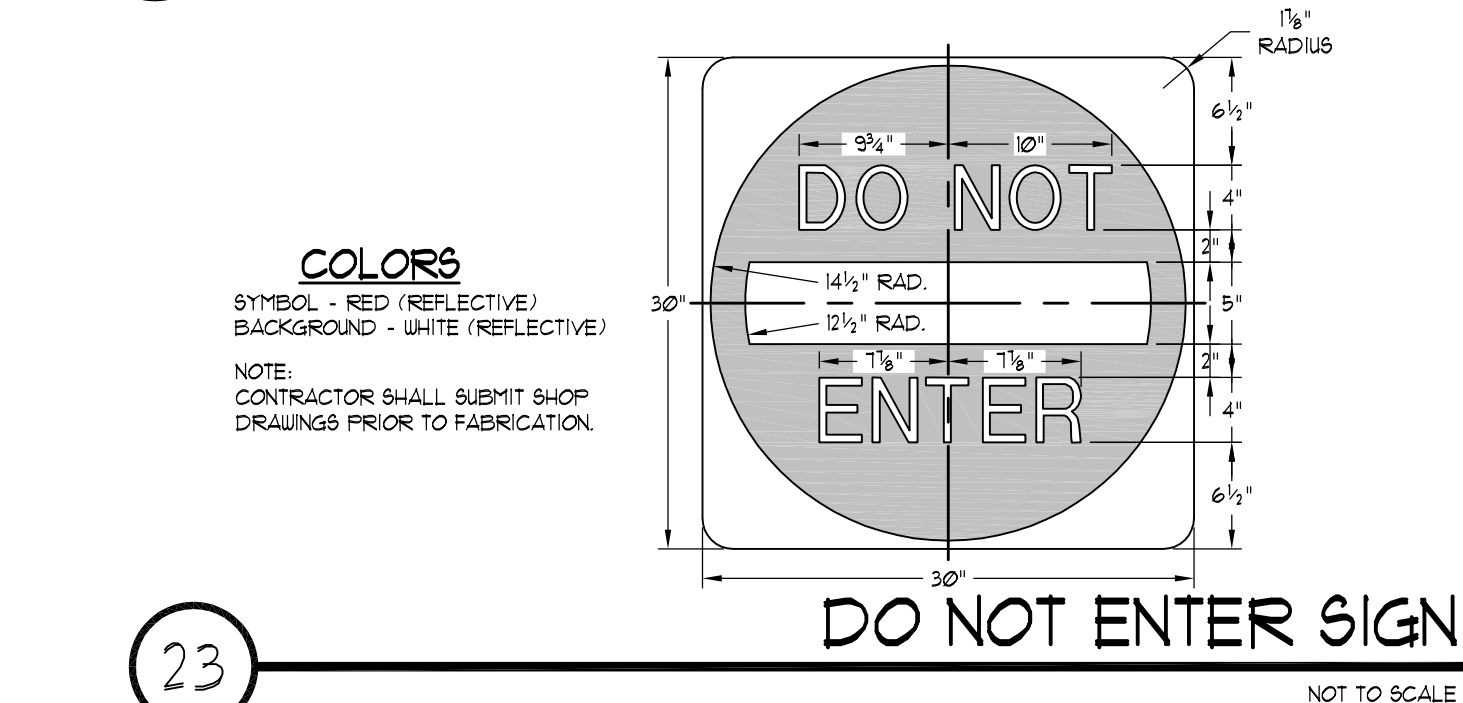
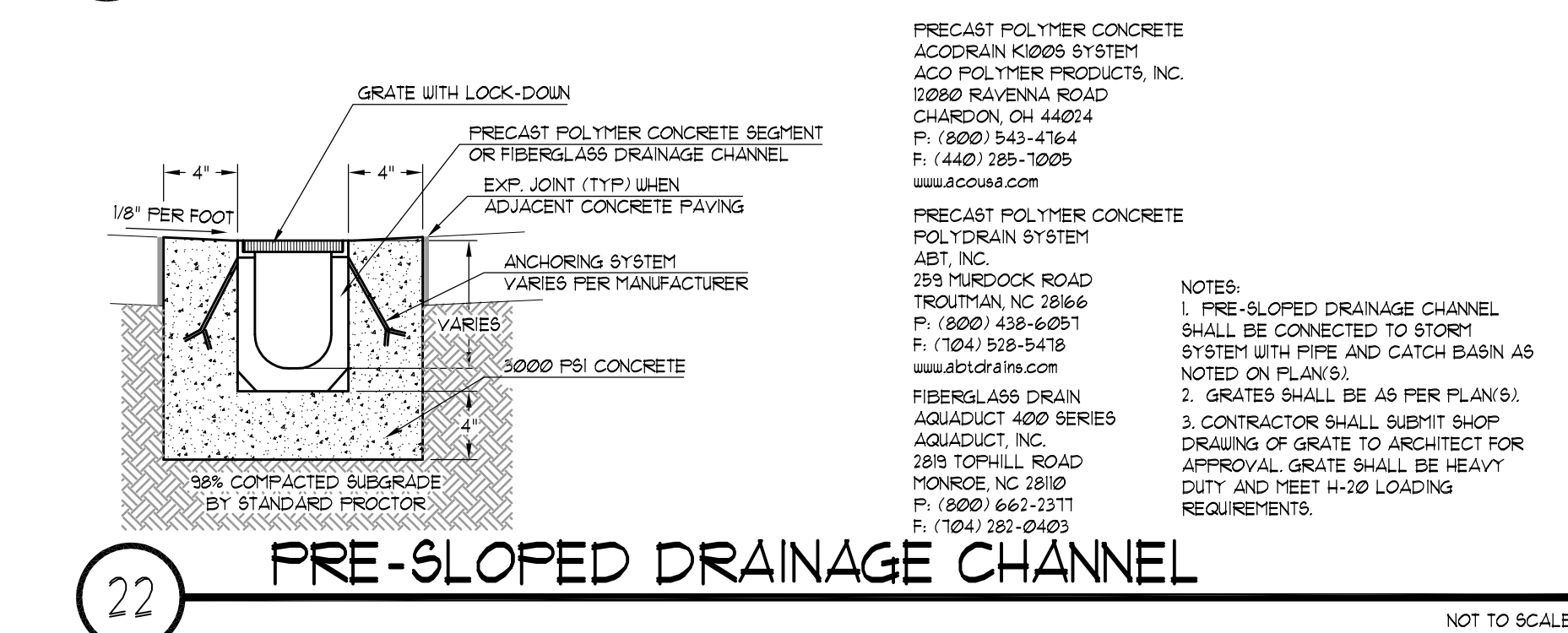
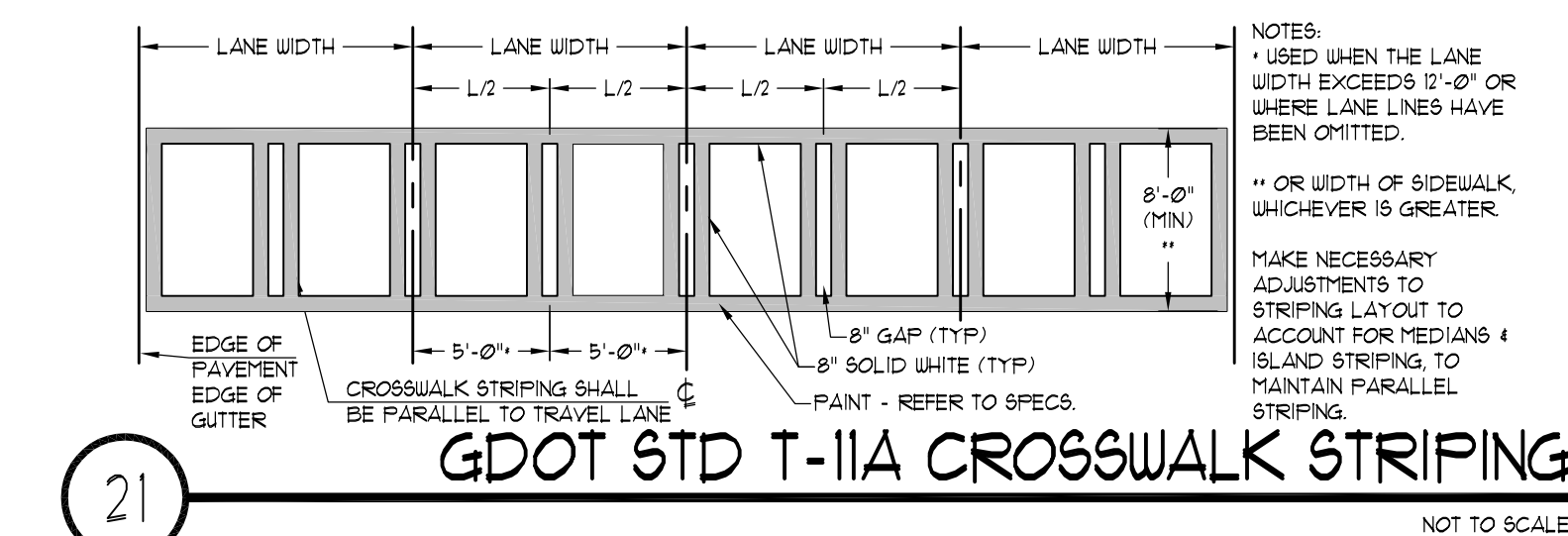
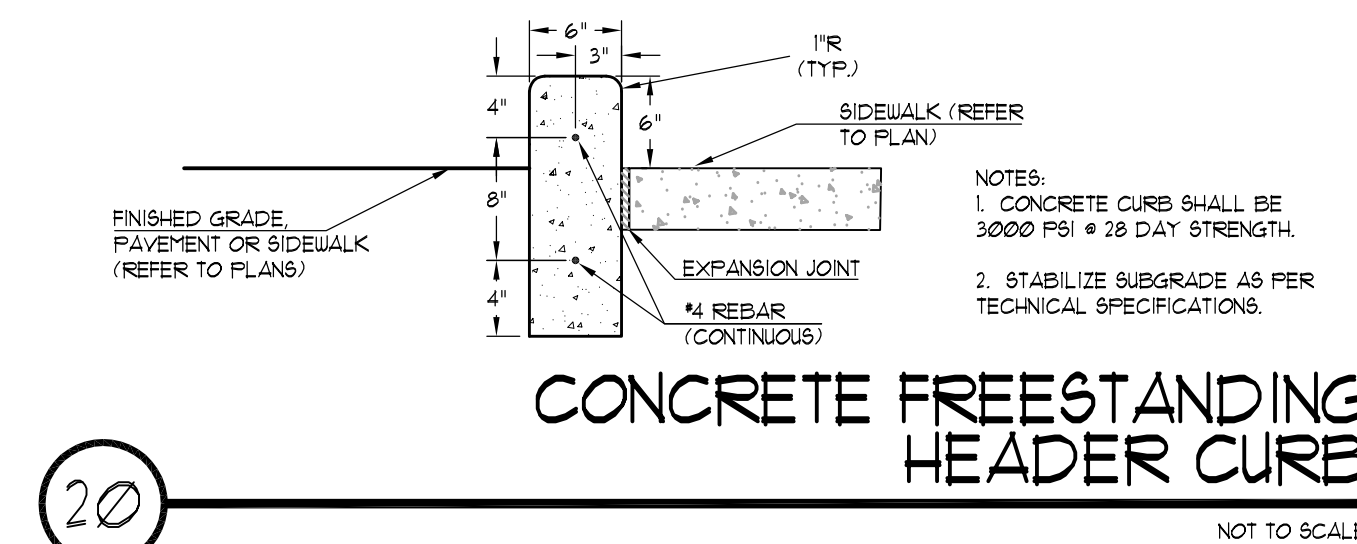
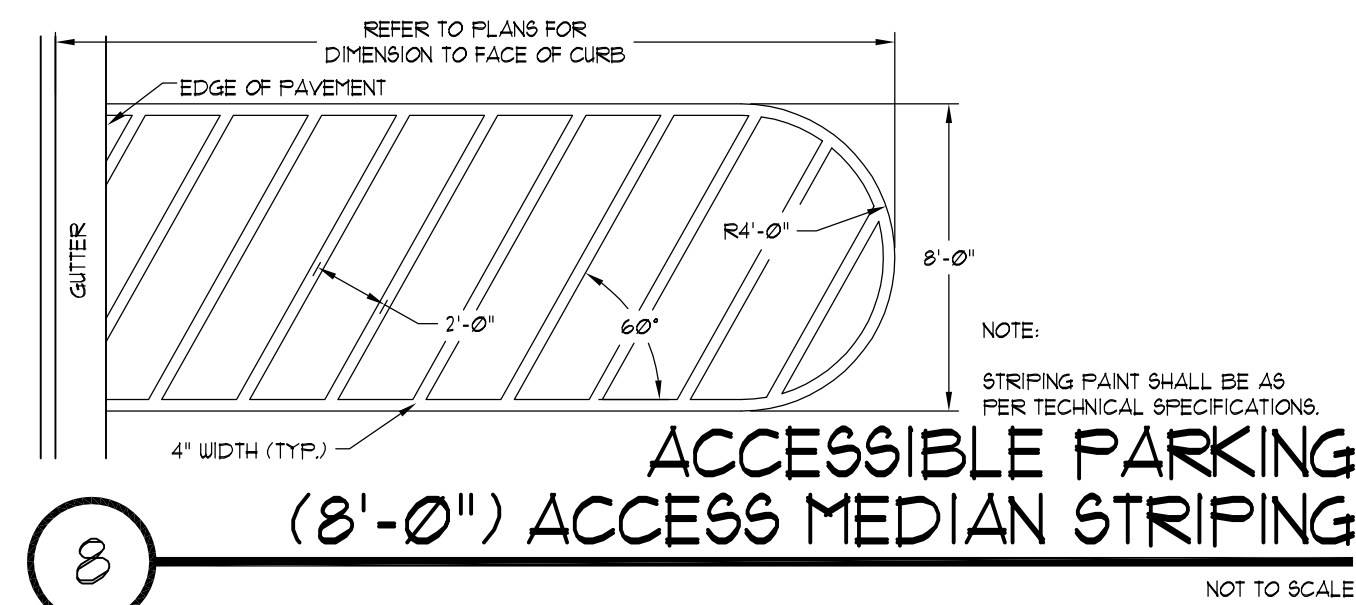
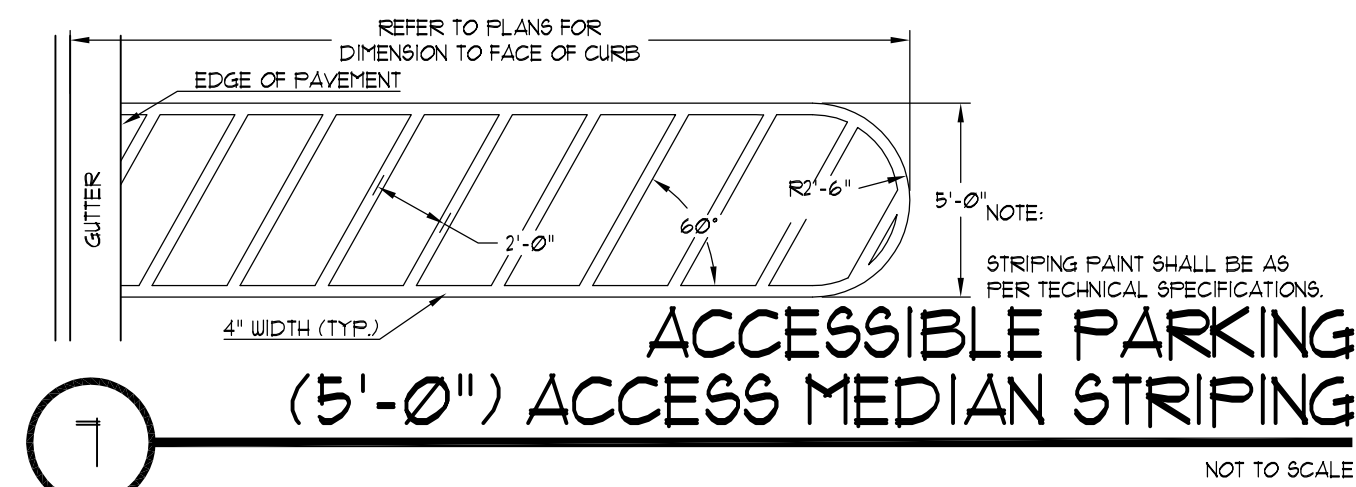
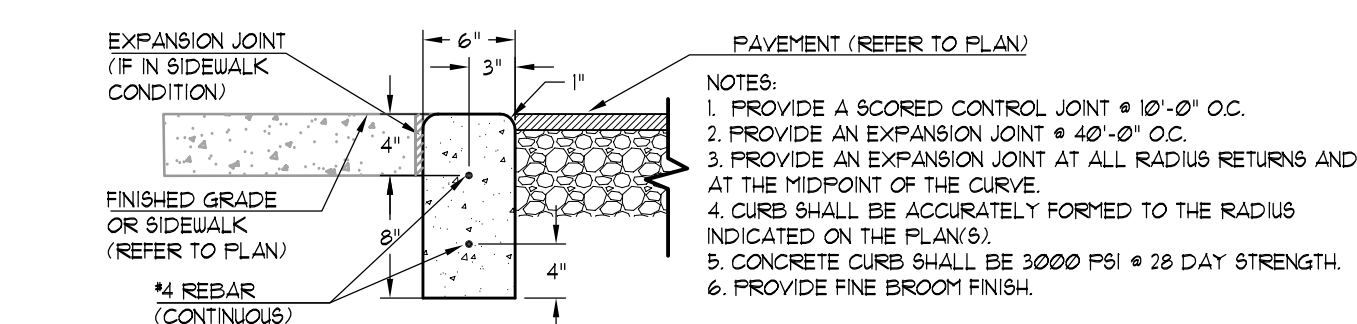
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2014 RELEASED FOR CONSTRUCTION

TBD

Date













**SOUTHEAST ATLANTA LIBRARY  
ADDENDUM #3  
OCTOBER 7, 2014**

This Addendum #3 dated October 7, 2014 issued by C D Moody Construction, Co., Inc. is hereby made part of the Southeast Atlanta Library. The changes and/or clarifications included in this Addendum shall be considered as part of the Bidding Documents and shall supersede, amend, add to, or subtract from those conditions included in the original Bid Documents, including the Project Bid Package, Drawings, Specifications, previous Addenda, etc.

Failure to acknowledge this Addendum may subject Bidder to disqualification.

**Addendum #3 Requests For Information**

- RFI # 004 – Door Hardware Schedule and Specs. (See attached RFI; 21 pages)
- RFI #005 – Wall Coverings (see attached RFI; 2 pages)
- RFI #006 – HVAC Controls (See attached RFI; 3 pages)
- RFI #007 – Architectural Woodwork and Solid Surface Countertops (See attached RFI; 3 pages)

**END OF ADDENDUM #3**



atlanta-fulton public library system

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**Project** [L006] - **View Date** 9/22/2014  
Southeast  
Library

C. D. Moody  
Construction  
Company, Inc. **RFI No.** 00004  
6017 Redan Road  
Lithonia, Georgia  
30058  
Phone: (678) 482-  
7778  
Fax: (678) 482-  
7727

<b>Primary Responder</b>		<b>Date</b>	9/19/2014
<b>CC</b>		<b>Status</b>	
<b>From</b>		<b>Resolved Date</b>	
David Rather		<b>Reason for Request</b>	Insufficient Information
C. D. Moody Construction Company, Inc.		<b>Action Requested</b>	
		<b>Probable Cost Effect</b>	
		<b>Probable Time Effect</b>	
		<b>Priority</b>	
		<b>Response Due</b>	

**Subject** Door Hardware Schedule and Specifications  
**Drawing No.** A10.00 **Detail No.**  
**CSI Code** **Other Ref. No.**

**Information Requested**

CDM is in the process of creating bid packages for the second bid phase. This bid phase will include door hardware. Currently, the Construction Documents do not include a door hardware specification or reference hardware designations on the door schedule. Please provide door hardware specifications and schedule.

**Recommendation****Response Information**

Responder	Date	Response
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See attachments  
September 22, 2014

**Supporting documents and attached files**

This RFI has the following supporting documents and attached files:

Description	Date	Open as
File Director: SE Library RFI #004 - Door Hardware Schedule an... 440KB	9/19/2014	

Attached file Supporting document

**Distribution**

Recipient	Company	Method	Date
David Rather	C. D. Moody Construction Company, Inc.	Message	9/19/2014
Diana Alarcon	Stanley Love-Stanley P.C.	Message	9/19/2014
Evan Jahn	Heery/Russell a joint Venture	Message	9/19/2014
Ivenue Love-Stanley	Stanley Love-Stanley P.C.	Message	9/19/2014

Iziah "Ike" Tiggs	C. D. Moody Construction Company, Inc.	Email: itiggs@cdmoodyconstruction.com	9/19/2014
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# FIRST FLOOR

DOOR						FRAME					LABEL DR. & FR	HDWR SET #	LOCATIONS		REMARKS
NO.	TYPE	WIDTH	HEIGHT	THKNS.	MATERIAL	TYPE	HEAD	JAMB	SILL	MATERIAL			FROM	TO	
01A	CC	PR 2'-6"	8'-0"	1 3/4"	AL/GL	1	—	—	—	ALUM.	—	1	LOBBY 01	OUTSIDE	NOTE 1, 4
01B	CC	PR 2'-6"	8'-0"	1 3/4"	AL/GL	1A	—	—	—	ALUM.	—	2	READING ROOM 11	LOBBY 01	NOTE 1, 4
02	A	4'-0"	8'-2"	1 3/4"	S.C.W.	—	—	—	—	H.M.	—	3	LOBBY 01	CONFERENCE ROOM 02	NOTE 2
03	AA	PR 3'-0"	8'-0"	1 3/4"	S.C.W.	B	—	—	—	H.M.	—	4	STORAGE 03	MEETING ROOM 05	—
04A	A	3'-0"	8'-0"	1 3/4"	S.C.W.	A	—	—	—	H.M.	—	5	GALLEY 04	CONFERENCE ROOM 02	—
04B	A	3'-0"	8'-0"	1 3/4"	S.C.W.	A	—	—	—	H.M.	—	5	GALLEY 04	MEETING ROOM 05	—
05A	A	6'-2"	8'-0"	1 3/4"	S.C.W.	—	—	—	—	C.O.	—	3	MEETING ROOM 05	LOBBY 01	NOTE 2
05B	A	3'-0"	7'-10"	1 3/4"	H.M.	A	—	—	—	H.M.	—	6	MEETING ROOM 05	OUTSIDE	—
06	B	3'-0"	8'-0"	1 3/4"	S.C.W.	A	—	—	—	H.M.	—	7	WOMEN'S TOILET 06	LOBBY 01	—
07	B	3'-0"	8'-0"	1 3/4"	S.C.W.	A	—	—	—	H.M.	—	7	MEN'S TOILET 07	LOBBY 01	—
09	A	3'-0"	9'-0"	1 3/4"	S.C.W.	ID	—	—	—	H.M.	—	9	ADULT COMPUTERS 13	STUDY GROUP 09	NOTE 4
10	A	3'-0"	9'-0"	1 3/4"	S.C.W.	IE	—	—	—	H.M.	—	9	ADULT COLLECTION 14	STUDY GROUP 10W	NOTE 4
17	A	3'-0"	7'-10"	1 3/4"	H.M.	A	—	—	—	H.M.	—	8	CHILDREN'S COLLECTION	OUTSIDE	—
18A	A	6'-6"	8'-2"	1 3/4"	S.C.W.	—	—	—	—	C.O.	—	3	PROGRAM ROOM 18	READING 11	NOTE 2
18B	C	3'-0"	8'-0"	1 3/4"	AL/GL	15	—	—	—	ALUM.	—	6	PROGRAM ROOM 18	OUTSIDE	NOTE 4
19	C	3'-0"	8'-0"	1 3/4"	WD/GL	IF	—	—	—	H.M.	—	10	WORKROOM 19	READING 11	NOTE 4
20A	C	3'-0"	8'-0"	1 3/4"	WD/GL	IH	—	—	—	H.M.	—	9	WORKROOM 19	BRANCH MANAGER 20	NOTE 4
20B	A	3'-0"	8'-0"	1 3/4"	AL/GL	13	—	—	—	ALUM.	—	8	BRANCH MANAGER 20	OUTSIDE	NOTE 4
21	A	3'-0"	8'-0"	1 3/4"	S.C.W	IG	—	—	—	H.M.	—	11	HALL 29	BREAKROOM 21	NOTE 4
22	A	3'-0"	8'-0"	1 3/4"	S.C.W	A	—	—	—	H.M.	—	5	HALL 29	STORAGE ROOM 22	—
23	A	3'-0"	8'-0"	1 3/4"	S.C.W	A	—	—	—	H.M.	—	5	SHIPPING & RECIEVING 24	BOOK DROP 23	—
24	H	3'-6"+2'-6"	7'-10"	1 3/4"	—	B	—	—	—	H.M.	—	12	SHIPPING & RECIEVING 24	OUTSIDE	2 DOORS AS SIZED (SEE PLAN)
25	F	3'-0"	8'-0"	1 3/4"	S.C.W	A	—	—	—	H.M.	—	13	HALL 29	DATA ROOM 25	—
26	B	3'-0"	8'-0"	1 3/4"	S.C.W	A	—	—	—	H.M.	—	14	CHILDRENS COLLECTION 17	FAMILY TOILET 26	—
27	B	3'-0"	8'-0"	1 3/4"	S.C.W	A	—	—	—	H.M.	—	14	HALL 29	TOILET 27	—
28	A	3'-0"	9'-0"	1 3/4"	S.C.W	A	—	—	—	H.M.	—	5	HALL 29	JANITOR'S CLOSET 28	—
30A	A	3'-0"	9'-0"	1 3/4"	H.M.	A	—	—	—	H.M.	—	10	HALL 29	MECHANICAL ROOM 30	—
30B	AA	PR 3'-0"	9'-0"	1 3/4"	H.M.	B	—	—	—	H.M.	—	15	MECHANICAL ROOM 30	MECHANICAL YARD 32	—
31	A	3'-0"	9'-0"	1 3/4"	H.M.	A	—	—	—	H.M.	—	13	ELECTRICAL ROOM 31	MECHANICAL ROOM 30	—
32	—	PR 4'-0"	9'-0"	—	GALV.MTL	—	—	—	—	GALV.MTL	—	16	MECHANICAL YARD 32	OUTSIDE	NOTE 3

## DOOR SCHEDULE NOTES:

1. SLIDING ALUMINUM/GLASS DOORS IN STOREFRONT.
2. ROLLING BARN STYLE DOOR WITH HARDWARE ABOVE.
3. OUTDOOR GATE - ELEVATIONS, DETAILS AND HARDWARE SHOWN ON SHEET A0.12
4. DOORS WITHIN STOREFRONT HAVE WINDOW SIZES DEFINED IN WINDOW TYPES AS SHOWN ON SHEET A11.00. DOOR FRAMES ARE IDENTIFIED AND DIMENSIONED BY WINDOW TYPES.

SECTION 08 7100

DOOR HARDWARE

**PART 1 - GENERAL**

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes items known commercially as finish or door hardware that are required for swing, sliding, and folding doors, except special types of unique hardware specified in the same sections as the doors and door frames on which they are installed.
- B. This Section includes the following:
  - 1. Hinges
  - 2. Continuous hinges
  - 3. Key control system
  - 4. Lock cylinders and keys
  - 5. Lock and latch sets
  - 6. Bolts
  - 7. Exit devices
  - 8. Push/Pull units
  - 9. Closers
  - 10. Overhead holders
  - 11. Miscellaneous door control devices
  - 12. Door trim units
  - 13. Protection plates
  - 14. Weatherstripping for exterior doors
  - 15. Sound stripping for interior doors
  - 16. Automatic drop seals (door bottoms)
  - 17. Astragals or meeting seals on pairs of doors
  - 18. Thresholds
- C. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Section 07 9200: Joint Sealants
  - 2. Section 08 1113: Hollow Metal Doors and Frames
  - 3. Section 08 1116: Aluminum Flush Doors and Frames
  - 4. Section 08 1400: Wood Doors
  - 5. Section 08 3313: Coiling Counter Doors
  - 6. Section 08 4113: Aluminum-Framed Entrances and Storefronts
  - 7. Section 28 2000: Access Control System
  - 8. Section 28 3000: Addressable Fire Alarm System

- D. Products furnished but not installed under this Section to include:
  - 1. Cylinders for locks on entrance doors.
  - 2. Final replacement cores and keys to be installed by Owner.

### 1.3 REFERENCES

- A. Standards of the following as referenced:
  - 1. American National Standards Institute (ANSI)
  - 2. Door and Hardware Institute (DHI)
  - 3. Factory Mutual (FM)
  - 4. National Fire Protection Association (NFPA)
  - 5. Underwriters' Laboratories, Inc. (UL)
    - a. UL 10C - Fire Tests Door Assemblies
  - 6. Warnock Hersey
- B. Regulatory standards of the following as referenced:
  - 1. Department of Justice, Office of the Attorney General, *Americans with Disabilities Act*, Public Law 101-336 (ADA).
  - 2. CABO/ANSI A117.1: *Providing Accessibility and Usability for Physically Handicap People*, 1992 edition.

### 1.4 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract and Division 1 Specification sections.
- B. Product data including manufacturers' technical product data for each item of door hardware, installation instructions, maintenance of operating parts and finish, and other information necessary to show compliance with requirements. For items other than those scheduled in the Headings of Section 3, provide catalog information for the specified items and for those submitted.
- C. Final hardware schedule coordinated with doors, frames, and related work to ensure proper size, thickness, hand, function, and finish of door hardware.
  - 1. Final Hardware Schedule Content: Based on hardware indicated, organize schedule into vertical format "hardware sets" indicating complete designations of every item required for each door or opening. Use specification Heading numbers with any variations suffixed a, b, etc. Include the following information:
    - a. Type, style, function, size, and finish of each hardware item.
    - b. Name and manufacturer of each item.
    - c. Fastenings and other pertinent information.
    - d. Location of each hardware set cross-referenced to indications on Drawings both on floor plans and in door and frame schedule.
    - e. Explanation of all abbreviations, symbols, and codes contained in schedule.
    - f. Mounting locations for hardware.
    - g. Door and frame sizes and materials.
    - h. Keying information.
    - i. Cross-reference numbers used within schedule deviating from those

specified.

- 1) Column 1: State specified item and manufacturer.
  - 2) Column 2: State prior approved substituted item and its manufacturer.
2. Submittal Sequence: Submit final schedule at earliest possible date particularly where acceptance of hardware schedule must precede fabrication of other work that is critical in the Project construction schedule. Include with schedule the product data, samples, shop drawings of other work affected by door hardware, and other information essential to the coordinated review of schedule.
  3. Keying Schedule: Submit separate detailed schedule indicating clearly how the Owner's final instructions on keying of locks has been fulfilled.
- D. Samples of each type of exposed hardware unit in finish indicated and tagged with full description for coordination with schedule. Submit samples prior to submission of final hardware schedule.
1. Samples will be returned to the supplier. Units that are acceptable and remain undamaged through submittal, review, and field comparison process may, after final check of operation, be incorporated in the Work, within limitations of keying coordination requirements.
- E. Templates for doors, frames, and other work specified to be factory prepared for the installation of door hardware. Check shop drawings of other work to confirm that adequate provisions are made for locating and installing door hardware to comply with indicated requirements.
- F. Contract closeout submittals:
1. Operation and maintenance data: Complete information for installed door hardware.
  2. Warranty: Completed and executed warranty forms.

## 1.5 QUALITY ASSURANCE

- A. Single Source Responsibility: Obtain each type of hardware (latch and locksets, hinges, closers, etc.) from a single manufacturer.
- B. Supplier Qualifications: A recognized architectural door hardware supplier, with warehousing facilities in the Project's vicinity, that has a record of successful in-service performance for supplying door hardware similar in quantity, type, and quality to that indicated for this Project and that employs an experienced detailer who is available to Owner, Architect, and Contractor, at reasonable times during the course of the Work, for consultation.
1. Require supplier to meet with Owner to finalize keying requirements and to obtain final instructions in writing.
  2. Require supplier to meet with installer prior to beginning of installation of door hardware.
- C. Fire-Rated Openings: Provide door hardware for fire-rated openings that complies with NFPA Standard No. 80 requirements of authorities having jurisdiction. Provide only items of door hardware that are listed and tested by UL or Warnock Hersey for given



type/size opening and degree of label. Provide proper latching hardware, door closers, approved-bearing hinges and seals whether listed in the Hardware Schedule or not. All hardware shall comply with standards UBC 7-2 (1997) and UL 10C.

1. Where emergency exit devices are required on fire-rated doors, (with supplementary marking on doors UL labels indicating Fire Door to be equipped with Fire Exit Hardware) provide UL label on exit devices indicating Fire Exit Hardware.

#### 1.6 PRODUCT HANDLING

- A. Tag each item or package separately with identification related to final hardware schedule, and include basic installation instructions with each item or package.
- B. Packaging of door hardware is responsibility of supplier. As material is received by hardware supplier from various manufacturers, sort and repackage in containers clearly marked with appropriate hardware set number to match set numbers of approved hardware schedule. Two or more identical sets may be packed in same container.
- C. Inventory door hardware jointly with representatives of hardware supplier and hardware installer until each is satisfied that count is correct.
- D. Deliver individually packaged door hardware items promptly to place of installation (shop or Project site).
- E. Provide secure lock-up for door hardware delivered to the Project, but not yet installed. Control handling and installation of hardware items that are not immediately replaceable so that completion of the Work will not be delayed by hardware losses both before and after installation.

#### 1.7 WARRANTY

- A. Special warranties:
  1. Hinges: Lifetime
  2. Door Closers: Ten year period
  3. Exit Devices: Three year period
  4. Locks and Cylinders: Three year period

#### 1.8 MAINTENANCE

- A. Maintenance Tools and Instructions: Furnish a complete set of specialized tools and maintenance instructions as needed for Owner's continued adjustment, maintenance, and removal and replacement of door hardware.
- B. Parts kits: Furnish manufacturers' standard parts kits for locksets, exit devices, and door closers.

### PART 2 - PRODUCTS

## 2.1 MANUFACTURED UNITS

(\* Denotes manufacturer referenced in the Hardware Headings)

### A. Hinges:

1. Acceptable manufacturers:
  - a. Bommer
  - b. PBB\*
  - c. Stanley
2. Characteristics:
  - a. Templates: Provide only template-produced units.
  - b. Screws: Provide Phillips flat-head screws complying with the following requirements:
    - 1) For metal doors and frames install machine screws into drilled and tapped holes.
    - 2) For wood doors and frames install threaded-to-the-head wood screws.
    - 3) For fire-rated wood doors install #12 x 1-1/4 inch, threaded-to-the-head steel wood screws.
    - 4) Finish screw heads to match surface of hinges or pivots.
  - c. Hinge pins: Except as otherwise indicated, provide hinge pins as follows:
    - 1) Out-Swing Exterior Doors: Non-removable pins.
    - 2) Out-Swing Corridor Doors with Locks: Non-removable pins.
    - 3) Interior Doors: Non-rising pins.
    - 4) Tips: Flat button and matching plug. Finished to match leafs.
  - d. Size: Size hinges in accordance with specified manufacturer's published recommendations.
  - e. Quantity: Furnish one pair of hinges for all doors up to 5'0" high. Furnish one hinge for each additional 2-1/2 feet or fraction thereof.

### B. Continuous Hinges:

1. Acceptable manufacturers:
  - a. ABH
  - b. Select Products\*
  - c. Zero
2. Characteristics:
  - a. Continuous gear hinges to be manufactured of extruded 6063-T6 aluminum alloy with anodized finish, or factory painted finish as scheduled.
  - b. All hinges are to be manufactured to template. Uncut hinges shall be non-handed and shall be a pinless assembly of three interlocking extrusions applied to the full height of the door and frame without mortising.
  - c. Vertical door loads shall be carried on chemically lubricated polyacetal thrust bearings. The door and frame leaves shall be continually geared together for the entire hinge length and secured with a full cover channel. Hinge to operate to a full 180°.
  - d. Hinges to be milled, anodized and assembled in matching pairs. Fasteners supplied shall be 410 stainless steel, plated and hardened.

- e. Provide UL listed continuous hinges at fire doors. Continuous hinges at fire doors (suffix -FR) shall meet the required ratings without the use of auxiliary fused pins or studs.
- C. Cylinders:
- 1. Acceptable manufacturers:
    - a. Corbin/Ruswin
    - b. Sargent
    - c. Schlage\*
  - 2. Characteristics:
    - a. Standard System: Except as otherwise indicated, provide new master key system for Project.
    - b. Equip locksets with interchangeable core cylinders. Furnish final cores and keys for installation by Owner.
    - c. Metals: Construct lock cylinder parts from brass or bronze, stainless steel, or nickel silver.
    - d. Comply with Owner's instructions for master keying and, except as otherwise indicated, provide individual change key for each lock that is not designated to be keyed alike with a group of related locks.
      - 1) Permanently inscribe each key with number of lock that identifies cylinder manufacturer's key symbol, and notation, "DO NOT DUPLICATE."
    - e. Provide construction keying for use during construction period. After Date of Substantial Completion, void construction keying with Owner's permanent keying.
    - f. Key Material: Provide keys of nickel silver only.
    - g. Key Quantity: Furnish 3 change keys for each lock, 5 master keys for each master system and 5 control keys for interchangeable core series.
      - 1) Furnish one extra blank for each lock.
      - 2) Deliver keys to Owner.
- D. Locksets, Latchsets, Deadbolts:
- 1. Acceptable manufacturers:
    - a. Corbin/Ruswin
    - b. Sargent
    - c. Schlage\*
  - 2. Mortise Locksets and Latchsets: as scheduled.
    - a. Chassis: cold-rolled steel, handing field-changeable without disassembly.
    - b. Latchbolts: 3/4-inch throw stainless steel anti-friction type.
    - c. Lever Trim: through-bolted, accessible design, cast or solid rod lever as scheduled. Spindles: independent break-away.
    - d. Thumbturns: accessible design not requiring pinching or twisting motions to operate.
    - e. Deadbolts: stainless steel 1-inch throw.
    - f. Electric operation: Manufacturer-installed continuous duty solenoid.
    - g. Strikes: 16 gage curved stainless steel, bronze or brass with 1" deep box construction, lips of sufficient length to clear trim and protect clothing.
    - h. Scheduled Lock Series and Design: Schlage L series, 12L design.
    - i. Certifications:

- 1) ANSI A156.13, 1994, Grade 1 Operational, Grade 1 Security.  
ANSI/ASTM F476-84 Grade 30 UL Listed.
  3. Deadbolts: as scheduled. Rotating cylinder trim rings of attack-resistant design. Mounting plates and actuator shields of plated cold-rolled steel. Mounting screws of 1/4" dia. steel and protected by drill-resistant ball bearings. Steel alloy deadbolt with hardened steel roller. Strike with 1/8" thick strike reinforcer and two 3" long screws. ANSI A156.5, 1992 Grade 1 certified.
- E. Exit Devices:
1. Acceptable manufacturers:
    - a. Precision
    - b. Sargent
    - c. Von Duprin\*, 98/98 Series
  2. Characteristics:
    - a. Exit devices shall be "UL" listed for life safety. All exit devices for fire rated openings shall have "UL" labels for "Fire Exit Hardware."
    - b. Exit devices mounted on labeled wood doors shall be thru-bolted mounted on the door per the door manufacturer's requirements.
    - c. Trim shall be thru-bolted to the lock stile case.
    - d. Exit devices shall be made of brass, bronze, stainless steel, or aluminum material, plated, anodized, or powder coated to the standard architectural finishes to match the balance of the door hardware.
    - e. Provide glass bead conversion kits to shim exit devices on doors with raised glass beads.
    - f. Exit devices shall be one manufacturer. No deviation will be considered.
    - g. Exit devices shall be non-handed. Touchpad shall extend a minimum of 1/2 of the door width and shall be a minimum of 2-3/16" in height. Plastic touchpads are not acceptable. Latchbolts to be the deadlocking type. Latchbolts shall have a self-lubricating coating to reduce wear. Plated or plastic coated latchbolts are not acceptable. Plastic linkage and "dogging" components are not acceptable.
    - h. Scheduled exit device trim: #12.
    - i. Surface vertical rod devices shall be UL labeled for fire door applications without the use of bottom rod assemblies. Where bottom rods are required for security applications, the devices shall be UL labeled for fire doors applications with rod and latch guards by the device manufacturer.
- F. Closers and Door Control Devices:
1. Acceptable manufacturers:
    - a. Corbin/Ruswin
    - b. LCN Closers
    - c. PDQ Manufacturing\*, 7100 Series
  2. Characteristics:
    - a. Door closers shall be mounted and installed with thru bolts according to manufacturer instructions.
    - b. Closers shall have fully hydraulic, full rack and pinion action with a high strength cast iron cylinder.

- c. Closers for fire-rated doors shall be provided with temperature stabilizing fluid that complies with standards UBC 7-2 (1997) and UL 10C.
  - d. Spring power shall be continuously adjustable over the full range of closer sizes, and allow for reduced opening force for the physically handicapped. Hydraulic regulation shall be by tamper-proof, non-critical valves. Closers shall have separate adjustment for latch speed, general speed and back check.
  - e. Closers shall have solid forged steel main arms (and forearms for parallel arm closers) and where specified shall have a stop included in the arm.
  - f. Access-Free Manual Closers: Where manual closers are indicated for doors required to be accessible to the physically handicapped. Provide adjustable units complying with ADA and ANSI A-117.1 provisions for door opening force.
  - g. Closers to be installed to allow door swing as shown on plans. Doors swinging into exit corridors shall provide for corridor clear width as required by code. Where possible, mount closers inside rooms.
  - h. Powder coating finish to be certified to exceed 100 hours salt spray testing by ETL, an independent testing laboratory used by BHMA for ANSI certification.
- G. Overhead Door Holders:
- 1. Acceptable manufacturers:
    - a. ABH Manufacturing\*
    - b. Glynn Johnson
    - c. Rixson Firemark
  - 2. Characteristics:
    - a. Provide heavy duty and medium duty door holders surface mounting of brass, bronze or stainless steel.
    - b. Surface holders to be installed with the jamb bracket mounted on the stop.
- H. Floor Stops and Wall Bumpers:
- 1. Acceptable manufacturers:
    - a. Burns\*
    - b. Rockwood Manufacturing
    - c. Trimco Manufacturing
  - 2. Characteristics: Refer to Hardware Headings.
- I. Door Bolts/Coordinators:
- 1. Acceptable manufacturers:
    - a. Burns\*
    - b. Rockwood Manufacturing
    - c. Trimco Manufacturing
  - 2. Characteristics:
    - a. Flush bolts to be forged brass 6-3/4" x 1", with 1/2" diameter bolts. Plunger to be supplied with milled surface one side that fits into a matching guide.
    - b. Automatic flush bolts to be UL listed as top and bottom bolts on a pair of

classified fire doors. Bolt construction to be of rugged steel and brass components.

- c. Self-latching flush bolts to be UL listed as top and bottom bolts on a pair of classified fire doors. Bolt construction to be of rugged steel and brass components.
- d. Coordinator to be soffit mounted non-handed fully automatic UL listed coordinating device for sequential closing of paired doors with or without astragals.
- e. Provide filler piece to close the header. Provide brackets as required for mounting of soffit-applied hardware.

J. Push Plates:

- 1. Acceptable manufacturers:
  - a. Burns\*
  - b. Rockwood Manufacturing
  - c. Trimco Manufacturing
- 2. Characteristics:
  - a. Exposed Fasteners: Provide manufacturers standard exposed fasteners.
  - b. Material to be wrought stainless steel, per the Hardware Headings.
  - c. Provide plates sized as shown in Hardware Headings.

K. Door Pulls & Pull Plates:

- 1. Acceptable manufacturers:
  - a. Burns\*
  - b. PRL Glass Systems
  - c. Trimco Manufacturing
- 2. Characteristics:
  - a. Provide concealed thru-bolted trim on back to back mounted pulls, but not for single units.
  - b. Material to be extruded forged/ cast, brass/ bronze/ aluminum/ stainless steel.
  - c. Provide units sized as shown in Hardware Headings.

L. Push Pull Sets:

- 1. Acceptable manufacturers:
  - a. Burns\*
  - b. Rockwood Manufacturing
  - c. Trimco Manufacturing
- 2. Characteristics:
  - a. Provide mounting systems as shown in hardware sets.
  - b. Material to be stainless steel.
  - c. Provide Push/Pull sets sized as shown in Hardware Headings.

M. Protective Plates:

- 1. Acceptable manufacturers:
  - a. Burns\*
  - b. Rockwood Manufacturing
  - c. Trimco Manufacturing

2. Characteristics:
  - a. Provide manufacturers standard exposed fasteners for door trim units consisting of either machine screws or self-tapping screws.
  - b. Materials:
    - 1) Metal Plates: Stainless Steel, .050 inch (U.S. 18 gage).
  - c. Fabricate protection plates not more than 2 inches less than door width on hinge side and not more than 1 inch less than door width on pull side.
  - d. Heights:
    - 1) Kick plates to be 8 inches in height.
    - 2) Mop plates to be 8 inches in height.
    - 3) Armor plates to be 30 inches in height. Armor plates on fire doors to comply with NFPA 80.
- N. Latch Guards:
  1. Acceptable manufacturers:
    - a. Burns\*
    - b. Glynn Johnson
    - c. Latch Gard
  2. Characteristics:
    - a. Stainless Steel
    - b. Locate on exterior doors with locksets.
    - c. Provide largest size to fit door hardware, cut edge if required to fit around lock rose.
- O. Thresholds:
  1. Acceptable manufacturers:
    - a. National Guard Products, Inc.\*
    - b. Reese Industries
    - c. Zero Weatherstripping Co., Inc.
  2. Types: Indicated in Hardware Headings.
- P. Door Seals/Gasketing:
  1. Acceptable manufacturers:
    - a. National Guard Products, Inc.\*
    - b. Reese Industries
    - c. Zero Weatherstripping Co., Inc.
  2. Types: Indicated in Hardware Headings.
- Q. Silencers:
  1. Acceptable manufacturers:
    - a. Burns\*
    - b. Rockwood Manufacturing
    - c. Trimco Manufacturing
  2. Three for each single doors; four for pairs of doors.
- R. Sliding Door Hardware:
  1. Acceptable manufacturers:
    - a. KN Crowder
    - b. PRL Glass Systems
  2. Types: Indicated in Hardware Heading.

- S. Key Cabinet and System:
  - 1. Acceptable manufacturers:
    - a. Lund
    - b. Telkee, Inc.
  - 2. Provide a key control system including envelopes, labels, tags with self-locking key clips, receipt forms, 3-way visible card index, temporary markers, permanent markers, and standard metal cabinet, all as recommended by system manufacturer, with capacity for 50 hooks.
    - a. Provide complete cross index system set up by key control distributor, and place keys on markers and hooks in the cabinet as determined by the final key schedule.
    - b. Provide hinged-panel type cabinet for wall mounting.

## 2.2 MATERIALS AND FABRICATION

- A. Base Metals: Produce hardware units of basic metal and forming method indicated, using manufacturer's standard metal alloy, composition, temper, and hardness, but in no case of lesser (commercially recognized) quality than specified for applicable hardware units by applicable ANSI/BHMA A156 series standards for each type of hardware item and with ANSI/BHMA A156.18 for finish designations indicated. Do not furnish "optional" materials or forming methods for those indicated, except as otherwise specified.
- B. Fasteners: Provide hardware manufactured to conform to published templates, generally prepared for machine screw installation.
  - 1. Do not provide hardware that has been prepared for self-tapping sheet metal screws, except as specifically indicated. Self-tapping screws are not an acceptable installation method.
  - 2. Furnish screws for installation with each hardware item. Provide Phillips flat-head screws except as otherwise indicated. Finish exposed (exposed under any condition) screws to match hardware finish or, if exposed in surfaces of other work, to match finish of this other work as closely as possible including "prepared for paint" surfaces to receive painted finish.
  - 3. Coordinate with wood doors and metal doors and frames where thru-bolts are used as a means of reinforcing the work, provide sleeves for each thru-bolt fastener.

## 2.3 HARDWARE FINISHES

- A. Match items to the manufacturer's standard color and texture finish for the latch and lock sets (or push-pull units if no latch or lock sets).
- B. Provide finishes that match those established by ANSI or, if none established, match the Architect's sample.
- C. Provide quality of finish, including thickness of plating or coating (if any), composition, hardness, and other qualities complying with manufacturer's standards, but in no case less than specified by referenced standards for the applicable units of hardware.



- D. Provide protective lacquer coating on all exposed hardware finishes of brass, bronze, and aluminum, except as otherwise indicated. The suffix "-NL" is used with standard finish designations to indicate "no lacquer."
- E. The designations used to indicate hardware finishes are those listed in ANSI/BHMA A156.18, "Materials and Finishes," including coordination with the traditional U.S. finishes shown by certain manufacturers for their products.
  - 1. Hinges (Interior doors): 652 (US26D) Satin Chrome Plated Steel
  - 2. Continuous Hinges: 628 (US28) Clear Anodized Aluminum
  - 3. Flush Bolts: 626 (US26D) Satin Chrome Plated Brass/Bronze
  - 4. Mortise Locks: 630 (US32D) Satin Stainless Steel
  - 5. Cylindrical Locks: 626 (US26D) Satin Chromium Plated
  - 6. Exit Devices: 628 (US28) chassis, 689 (powder coated) or plated to match adjacent hardware covers, and 630 (US32D) touchpads
  - 7. Door Closers: Powder Coat to match adjacent hardware
  - 8. Push Plates: 630 (US32D) Satin Stainless Steel
  - 9. Pull Plates: 630 (US32D) Satin Stainless Steel
  - 10. Protective Plates: 630 (US32D) Satin Stainless Steel
  - 11. Door Stops: 626 (US26D) Satin Chrome Plated Brass/Bronze
  - 12. Overhead Holders: 630 Satin Stainless Steel and 689 Powder Coated Steel (as scheduled)
  - 13. Thresholds/Weatherstripping: 627/628 (US27/US28) Aluminum

### **PART 3 - EXECUTION**

#### **3.1 INSTALLATION**

- A. Mount hardware units at heights indicated in following applicable publications, except as specifically indicated or required to comply with governing regulations and except as otherwise directed by Architect.
  - 1. "Recommended Locations for Builders Hardware for Standard Steel Doors and Frames" by the Door and Hardware Institute.
- B. Install each hardware item in compliance with the manufacturer's instructions and recommendations. Where cutting and fitting is required to install hardware onto or into surfaces that are later to be painted or finished in another way, coordinate removal, storage, and reinstallation or application of surface protection with finishing work specified in the Division 9 Sections. Do not install surface-mounted items until finishes have been completed on the substrates involved.
- C. Set units level, plumb, and true to line and location. Adjust and reinforce the attachment substrate as necessary for proper installation and operation.
- D. Drill and countersink units that are not factory prepared for anchorage fasteners. Space fasteners and anchors in accordance with industry standards.
- E. Where both floor stops and wall stops are specified in headings, select the proper stop

based upon conditions at each opening in that heading. Use a floor stop only when conditions would prohibit using a wall stop.

- F. Set thresholds for exterior doors in full bed of butyl-rubber or polyisobutylene mastic sealant complying with requirements specified in Section 07 9200 Joint Sealers.
- G. Weatherstripping and Seals: Comply with manufacturer's instructions and recommendations to the extent installation requirements are not otherwise indicated.

### 3.2 ADJUSTING, CLEANING, AND DEMONSTRATING

- A. Adjust and check each operating item of hardware and each door to ensure proper operation or function of every unit. Replace units that cannot be adjusted to operate freely and smoothly or as intended for the application made.
  - 1. Where door hardware is installed more than one month prior to acceptance or occupancy of a space or area, return to the installation during the week prior to acceptance or occupancy and make final check and adjustment of all hardware items in such space or area. Clean operating items as necessary to restore proper function and finish of hardware and doors. Adjust door control devices to function properly with final operation of heating and ventilating equipment.
- B. Clean adjacent surfaces soiled by hardware installation.
- C. Door Hardware Supplier's Field Service
  - 1. Inspect door hardware items for correct installation and adjustment after complete installation of door hardware.
  - 2. Instruct Owner's personnel in the proper adjustment and maintenance of door hardware and hardware finishes.
  - 3. File written report of this inspection to Architect.
- D. Prior to project completion, representatives of the lock, exit device and overhead closer manufacturers shall inspect and adjust all units and certify that all units are installed in accordance with the manufacturer's instructions, and are regulated properly and functioning correctly. A written report shall be provided to the Architect as to the inspection and shall include appropriate certificates.

### 3.3 HARDWARE SCHEDULE

#### HEADING #1

#### EACH OPENING TO HAVE:

1 CYLINDER

NOTE: BALANCE OF HARDWARE BY DOOR MANUFACTURER

HEADING #2

EACH OPENING TO HAVE:

1	ACCESS CONTROL	BY SECURITY
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NOTE: BALANCE OF HARDWARE BY DOOR MANUFACTURER  
COORDINATE INSTALLATION OF SECURITY HARDWARE WITH  
ELECTRICAL AND SECURITY SYSTEMS

HEADING #3

EACH OPENING TO HAVE:

1	SET SLIDING DR HDW	RUBY W175 OPTION 1
1	LOCKING LADDER PULL	48LLP STRIKE ON TOP
1	CYLINDER	

HEADING #4

EACH PAIR TO HAVE:

8	HINGES	BB81
1	SET FLUSHBOLTS	590 X 545
1	LOCKSET	L9070PD
2	OVERHEAD STOPS	4424

HEADING #5

EACH DOOR TO HAVE:

4	HINGES	BB81
1	LOCKSET	L9070PD
1	OVERHEAD STOP	4424

HEADING #6

EACH DOOR TO HAVE:

1	CONTINUOUS HINGE	SL-18HD
1	EXIT DEVICE	99NL-OP
1	CYLINDER	
1	DOOR PULL	VP4241-16 X TYPE 9MD
1	DOOR CLOSER	7100DS (DROP PLATE AND SPACERS AS CONDITIONS REQUIRE)
1	THRESHOLD	425 X RCE
1	DOOR BOTTOM SEAL	200SA
1	SET DOOR SEALS	160SA
1	DRIP CAP	16A

HEADING #7

EACH DOOR TO HAVE:

4	HINGES	4B81
1	PUSH-PULL SET	54VP4241-12 X 74 X TYPE 12
1	CLOSER	7100
1	KICKPLATE	KP X B4E X CSK
1	MOP PLATE	MP X B4E X CSK
1	DOOR STOP	575

HEADING #8

EACH DOOR TO HAVE:

1	CONTINUOUS HINGE	SL-18HD
1	EXIT DEVICE	99EO
1	DOOR CLOSER	7100DS (DROP PLATE AND SPACERS AS CONDITIONS REQUIRE)
1	THRESHOLD	425 X RCE
1	DOOR BOTTOM SEAL	200SA
1	SET DOOR SEALS	160SA
1	DRIP CAP	16A

HEADING #9

EACH DOOR TO HAVE:

4	HINGES	BB81
1	LOCKSET	L9070PD
1	DOOR STOP	575

HEADING #10

EACH DOOR TO HAVE:

4	HINGES	BB81
1	LOCKSET	L9070PD
1	CLOSER	7100DSHO
1	KICKPLATE	KP X B4E X CSK

HEADING #11

EACH DOOR TO HAVE:

4	HINGES	BB81
1	PASSAGE SET	L9010
1	DOOR STOP	575

HEADING #12

EACH PAIR TO HAVE:

1	CONTINUOUS HINGE	SL-18HD
1	CONTINUOUS HINGE	SL-18HD X CTW-4
1	REMOVABLE MULLION	KR4954
1	EXIT DEVICE	99EO
1	EXIT DEVICE	E99L
2	CYLINDERS	
1	ACCESS CONTROL	BY SECURITY
2	CLOSERS	7100DSHO
2	KICKPLATES	KP X B4E X CSK
1	THRESHOLD	425 X RCE
2	DOOR BOTTOM SEALS	200SA
1	SET DOOR SEALS	160SA
1	MULLION SEAL	5100
1	DRIP CAP	16A

NOTE: COORDINATE INSTALLATION OF SECURITY HARDWARE WITH  
ELECTRICAL AND SECURITY SYSTEMS

HEADING #13

EACH DOOR TO HAVE:

4	HINGES	BB81
1	LOCKSET	L9080PD
1	CLOSER	7100
1	KICKPLATE	KP X B4E X CSK
1	DOOR STOP	575

HEADING #14

EACH DOOR TO HAVE:

4	HINGES	BB81
1	PRIVACY SET	L9496
1	CLOSER	7100
1	KICKPLATE	KP X B4E X CSK
1	MOP PLATE	MP X B4E X CSK
1	DOOR STOP	575

HEADING #15

EACH PAIR TO HAVE:

2	CONTINUOUS HINGES	SL-18HD
1	SET FLUSHBOLTS	590 X 545
1	LOCKSET	L9080PD
2	CLOSERS	7100DSHO
2	KICKPLATES	KP X B4E X CSK
1	THRESHOLD	425 X RCE
2	DOOR BOTTOM SEALS	200SA
1	SET DOOR SEALS	160SA
1	ASTRAGAL SEAL	125NA X 125NA
1	DRIP CAP	16A

HEADING #16

EACH PAIR TO HAVE:

2	CONTINUOUS HINGES	SL-18HD
1	SET FLUSHBOLTS	590 X 545
1	LOCKSET	L9080PD
2	CLOSERS	7100DSHO
2	KICKPLATES	KP X B4E X CSK

New Southeast Atlanta Branch Library  
SLS-3123  
PLA-14024

08 7100-18  
Door Hardware

END OF SECTION



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## Request For Information

**Project** [L006] - **View Date** 9/22/2014  
Southeast  
Library

C. D. Moody  
Construction  
Company, Inc. **RFI No.** 00005  
6017 Redan Road  
Lithonia, Georgia  
30058  
Phone: (678) 482-  
7778  
Fax: (678) 482-  
7727

<b>Primary Responder</b>		<b>Date</b>	9/19/2014
<b>CC</b>		<b>Status</b>	
<b>From</b>		<b>Resolved Date</b>	
David Rather		<b>Reason for Request</b>	Insufficient Information
C. D. Moody Construction Company, Inc.		<b>Action Requested</b>	Clarification
		<b>Probable Cost Effect</b>	
		<b>Probable Time Effect</b>	
		<b>Priority</b>	
		<b>Response Due</b>	

**Subject** Wall Coverings  
**Drawing No.** A1.22  
**CSI Code**  
**Detail No.**  
**Other Ref. No.**

### Information Requested

Spec. Section 09 7200 is included in the project manual for Wall Coverings. The specifications state they will be included, "as indicated on drawings...", however, no wall coverings are indicated in the finish schedule. Please confirm wall coverings will be included and indicate areas where they are to be applied.


### Recommendation

### Response Information

Responder	Date	Response
-----------	------	----------

Wall covering is not in the scope. SL-S will request to Spec. writer to delete Section 09 7200 from the specification document.  
September 22, 2014

This RFI has the following supporting documents and attached files:

Description	Date	Open as
 File Director: SE Library RFI #005 - Wall Coverings.pdf 238KB	9/19/2014	

 Attached file  Supporting document

### Distribution

Recipient	Company	Method	Date
David Rather	C. D. Moody Construction Company, Inc.	Message	9/19/2014
Diana Alarcon	Stanley Love-Stanley P.C.	Message	9/19/2014



Ivenue Love-Stanley	Stanley Love-Stanley P.C.	Message	9/19/2014
Iziah "Ike" Tiggs	C. D. Moody Construction Company, Inc.	Email: itiggs@cdmoodyconstruction.com	9/19/2014



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## Request For Information

**Project** [L006] - **View Date** 9/26/2014  
Southeast  
Library

C. D. Moody  
Construction  
Company, Inc. **RFI No.** 00006  
6017 Redan Road  
Lithonia, Georgia  
30058  
Phone: (678)  
482-7778  
Fax: (678)  
482-7727

<b>Primary Responder</b>		<b>Date</b>	9/24/2014
<b>CC</b>		<b>Status</b>	Open
<b>From</b>		<b>Resolved Date</b>	
David Rather		<b>Reason for Request</b>	Alternate Proposal
C. D. Moody Construction Company, Inc.		<b>Action Requested</b>	
		<b>Probable Cost Effect</b>	
		<b>Probable Time Effect</b>	
		<b>Priority</b>	
		<b>Response Due</b>	9/26/2014

**Subject** Building Automation System

**Drawing No.**

**Detail No.**

**CSI Code**

**Other Ref. No.**

23 8000-2.1

### Information Requested

Spec Section 23 8000-2.1 lists acceptable manufacturers of the BAS as Johnson, Siemens, Controls Concept and Automated Logic. One of the Subcontractors bidding on the HVAC package would like to know if Honeywell could be listed as an acceptable manufacturer. Please advise.

### Recommendation

### Response Information

Responder	Date	Response
-----------	------	----------

See attachment with owner's response.

September 25, 2014

### Distribution

Recipient	Company	Method	Date
David Rather	C. D. Moody Construction Company, Inc.	Message	9/24/2014
Diana Alarcon	Stanley Love-Stanley P.C.	Message	9/24/2014
Evan Jahn	Heery/Russell a joint Venture	Message	9/24/2014
Ivenue Love-Stanley	Stanley Love-Stanley P.C.	Message	9/24/2014
Iziah "Ike" Tiggs	C. D. Moody Construction Company, Inc.	Email: itiggs@cdmoodyconstruction.com	9/24/2014

**From:** [Jahn, Evan](#)  
**To:** [David Rather](#); [David Rather](#); [ilove-stanley@stanleylove-stanleypc.com](mailto:ilove-stanley@stanleylove-stanleypc.com); [dalarcon@stanleylove-stanleypc.com](mailto:dalarcon@stanleylove-stanleypc.com)  
**Cc:** [Collins, Alfred](#); [Gerard, Gerhardt](#); [Pettit, Jeffrey](#)  
**Subject:** RE: RFI No. 00006: "Building Automation System" Submitted for Southeast Library [L006]  
**Date:** Wednesday, September 24, 2014 4:10:08 PM

---

Please have him also provide the product data required so that Fulton County and N&B can fully evaluate.

Thanks,

EVAN JAHN | SENIOR PROJECT MANAGER  
LEED ACCREDITED PROFESSIONAL BD+C  
HEERY/RUSSELL, A JOINT VENTURE |  
ONE MARGARET MITCHELL SQUARE, 6TH FLOOR | ATLANTA, GA 30303  
404-730-2121 (OFFICE) | 404-557-9609 (CELL)

---

From: David Rather [DRather@cdmoodyconstruction.com]  
Sent: Wednesday, September 24, 2014 3:49 PM  
To: Jahn, Evan; David Rather; [ilove-stanley@stanleylove-stanleypc.com](mailto:ilove-stanley@stanleylove-stanleypc.com); [dalarcon@stanleylove-stanleypc.com](mailto:dalarcon@stanleylove-stanleypc.com)  
Cc: Collins, Alfred; Gerard, Gerhardt; Pettit, Jeffrey  
Subject: RE: RFI No. 00006: 'Building Automation System' Submitted for Southeast Library [L006]

Evan,  
Shumate mentioned that there was another library where they used Honeywell. I had no way to confirm that though. I have already informed him to price one of the systems specified and provide a deductive alternate for Honeywell.

David Rather  
Project Manager  
C.D. Moody Construction Company  
6017 Redan Road  
Lithonia, GA 30058  
Cell: (770) 547-7676  
Fax: (770) 482-9643

-----Original Message-----

From: Jahn, Evan [<mailto:Evan.Jahn@fultoncountyga.gov>]  
Sent: Wednesday, September 24, 2014 3:36 PM  
To: David Rather; [ilove-stanley@stanleylove-stanleypc.com](mailto:ilove-stanley@stanleylove-stanleypc.com); [dalarcon@stanleylove-stanleypc.com](mailto:dalarcon@stanleylove-stanleypc.com); David Rather  
Cc: Collins, Alfred; Gerard, Gerhardt; Pettit, Jeffrey  
Subject: RE: RFI No. 00006: 'Building Automation System' Submitted for Southeast Library [L006]

David - the BAS Spec is a Fulton County Standard. If you want Fulton County (and N&B) to consider another manufacturer, please have them follow the Substitution request procedures in 012500 of the Project Manual.

Thanks,

EVAN JAHN | SENIOR PROJECT MANAGER  
LEED ACCREDITED PROFESSIONAL BD+C  
HEERY/RUSSELL, A JOINT VENTURE |  
ONE MARGARET MITCHELL SQUARE, 6TH FLOOR | ATLANTA, GA 30303

404-730-2121 (OFFICE) | 404-557-9609 (CELL)

---

From: David Rather [system@constructware.com]  
Sent: Wednesday, September 24, 2014 2:53 PM  
To: Jahn, Evan; ilove-stanley@stanleylove-stanleypc.com; dalarcon@stanleylove-stanleypc.com; drather@cdmoodyconstruction.com  
Subject: RFI No. 00006: 'Building Automation System' Submitted for Southeast Library [L006]

David Rather submitted this RFI to you for Southeast Library [L006]

RFI No.: 00006

Subject: Building Automation System

Due: 9/26/2014

Information Requested:

Spec Section 23 8000-2.1 lists acceptable manufacturers of the BAS as Johnson, Siemens, Controls Concept and Automated Logic. One of the Subcontractors bidding on the HVAC package would like to know if Honeywell could be listed as an acceptable manufacturer. Please advise.

Recommendation:

To log in to Constructware, go to <http://secure.constructware.com>

This message was generated by the Autodesk Constructware Collaborative Project Management system.



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## Request For Information

**Project** [L006] - **View Date** 9/26/2014  
Southeast  
Library

C. D. Moody  
Construction  
Company, Inc. **RFI No.** 00007  
6017 Redan Road  
Lithonia, Georgia  
30058  
Phone: (678)  
482-7778  
Fax: (678)  
482-7727

<b>Primary Responder</b>		<b>Date</b>	9/25/2014
<b>CC</b>		<b>Status</b>	Open
<b>From</b>		<b>Resolved Date</b>	
David Rather		<b>Reason for Request</b>	
C. D. Moody Construction Company, Inc.		<b>Action Requested</b>	
		<b>Probable Cost Effect</b>	
		<b>Probable Time Effect</b>	
		<b>Priority</b>	
		<b>Response Due</b>	

**Subject** Architectural Woodwork and Solid Surface Countertops  
**Drawing No.** A1.31 **Detail No.**  
**CSI Code** **Other Ref. No.**

### Information Requested

Please revise Furniture Plan A1.31 to show what assemblies are included in the Architectural Woodwork and Solid Surface Countertop specifications.

### Recommendation

### Response Information

Responder	Date	Response
-----------	------	----------

See attachment with A1.31 revised  
September 26, 2014

### Supporting documents and attached files

This RFI has the following supporting documents and attached files:

Description	Date	Open as
File Director: SE Library RFI #007 - Architectural Woodwork an... 341KB	9/25/2014	
Attached file  Supporting document		

### Distribution

Recipient	Company	Method	Date
Darsha Elphic	C. D. Moody Construction Company, Inc.	Email: delphic@cdmoodyconstruction.com	9/25/2014
David Rather	C. D. Moody Construction Company, Inc.	Message	9/25/2014
Diana Alarcon	Stanley Love-Stanley P.C.	Message	9/25/2014
Ivenue Love-Stanley	Stanley Love-Stanley P.C.	Message	9/25/2014

Iziah "Ike" Tiggs	C. D. Moody Construction Company, Inc.	Email: <a href="mailto:itiggs@cdmoodyconstruction.com">itiggs@cdmoodyconstruction.com</a>	9/25/2014
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NORTH



GENERAL NOTES	
- All millwork in public areas are to be stained wood veneer and solid surface (quartz) tops.	
- All millwork located in staff areas to be plastic laminate with plastic laminate countertops.	



## BID FORM

TRADE NAME \_\_\_\_\_

### BIDDERS INFORMATION

#### BASE BID:

The undersigned has examined the instruction to bidders, subcontract agreement, specifications, drawings, and other contract documents as well as the project site, and is fully informed as to the nature of work, and conditions relating to its completion. We hereby propose to furnish all labor, materials, tools, equipment, taxes, permits, and means of construction to execute the work called for herein relating to the **Southeast Atlanta Branch Library**. Work shall be in accordance with contract documents prepared by Stanely Love-Stanley, P.C., in association with, Craig Gaulden Davis, and all applicable OSHA, Life Safety, and Building Codes.

The base bid for the referenced scope of work is:

\_\_\_\_\_ Dollars  
(enter amount in writing)

\$ \_\_\_\_\_ Lump Sum

#### BOND:

Bond Rate: \_\_\_\_\_ % Bonding Company \_\_\_\_\_





**BASE BID BREAKDOWN:**

Bid Package #	Description of Work	MWBE \$\$	Total Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL BID (Bond Excluded)			_____

**MWBE Percent**

\_\_\_\_\_ %

# PRE-BID CONFERENCE

## PHASE 1

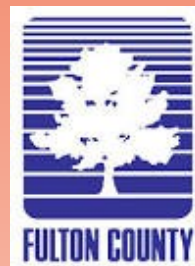
## Southeast Atlanta Branch Library



October 14, 2014  
1:00-2:00 PM

Fulton County Department Of Purchasing & Contract Compliance

130 Peachtree Street, SW, Suite 1168, Atlanta, GA 30303



# C.D. MOODY CONSTRUCTION CO. INC.

R.F.I. No: \_\_\_\_\_

Date: \_\_\_\_\_

## REQUEST FOR INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT: \_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_

SUBJECT: \_\_\_\_\_

REFERENCE DRAWING: \_\_\_\_\_ SPEC. SECTION: \_\_\_\_\_

WE ARE THIS DATE REQUESTING THE FOLLOWING INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE ABOVE INFORMATION IS NEEDED ( ) TODAY ( ) WITHIN 24 HOURS  
( ) ASAP

REPLY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETURN A COPY OF THIS FORM WITH YOUR REPLY. \_\_\_\_\_

INFO FURNISHED BY:

DATE INFO. REQUIRED: \_\_\_\_\_

DATE

AUTHORIZED REPRESENTATIVE

DISTRIBUTION

INITIATED BY \_\_\_\_\_



## Subcontractor Pre-Qualification Form

Please fax to 770.482.7727  
or email to [info@cdmoodyconstruction.com](mailto:info@cdmoodyconstruction.com)

### Contact Information:

Company Name: \_\_\_\_\_  
Primary Business Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Web Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Profile Information:

Trade(s) Performed: \_\_\_\_\_

Geographic Region(s) Served: \_\_\_\_\_

Structure Type(s) Preferred:

- |  |                                      |                                     |                                     |   |                                    |
|--|--------------------------------------|-------------------------------------|-------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Commercial      | <input type="checkbox"/> Residential | <input type="checkbox"/> Industrial | <input type="checkbox"/> Government | <input type="checkbox"/> Transportation | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Hospitality     | <input type="checkbox"/> Education   | <input type="checkbox"/> Retail     | <input type="checkbox"/> Military   | <input type="checkbox"/> Healthcare     | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Other(s): _____ |                                      |                                     |                                     |   |                                    |

Work Type(s) Preferred: ☐ New ☐ Alterations/Rehabilitations ☐ Interior Fit-Ups

Typical Project \$ Size: \_\_\_\_\_ Annual \$ Volume of Work: \_\_\_\_\_

Years in Business: \_\_\_\_\_ # of Employees: \_\_\_\_\_ Labor Affiliation: ☐ Union ☐ Non-Union ☐ Prevailing Wage

Business Certifications: (Attach documentation from any local, state or federal agency that has certified your company.)

- |   |  |
|---|--|
| <input type="checkbox"/> Minority Business Enterprise (MBE) | <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) |
| <input type="checkbox"/> Woman Business Enterprise (WBE)    | <input type="checkbox"/> Local Business Enterprise (LBE)         |
| <input type="checkbox"/> Small Business Enterprise (SBE)    | <input type="checkbox"/> Veterans Business Enterprise (VBE)      |
| <input type="checkbox"/> Other: _____                       |  |

Manufacturer Certifications: \_\_\_\_\_

Trade Association and/or Organizations: \_\_\_\_\_

Projects Recently Completed (List 2):

Project Title: \_\_\_\_\_ Location: \_\_\_\_\_  
Trade(s) Performed: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Owner/CM/GC: \_\_\_\_\_

Project Title: \_\_\_\_\_ Location: \_\_\_\_\_  
Trade(s) Performed: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Owner/CM/GC: \_\_\_\_\_

Form completed by: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



{Date.Short Date}

Attention: {ToContact.DisplayName}  
{ToCompany.Name}  
{ToContact.DisplayAddress}

RE: {Projects.Name}  
{Contracts.Type} {Contracts.Description}  
{Contracts.ContractNumber}

Dear {ToContact.Prefix} {ToContact.DisplayName} ;

Enclosed are two copies of the subcontract agreement covering the above referenced project. Please sign and return both copies and, after execution on our part, one complete copy will be returned to you for your files. Each page of the subcontract must be initialed. The executed subcontract, the insurance certificate and Payment and Performance Bond must be returned to us within two weeks of the date posted above. C.D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} WILL NOT make payment on this contract without an executed copy of the subcontract, a proper insurance certificate and Payment and Performance Bonds (if required) in our files. Thus, an executed subcontract and all required documents must be submitted prior to material delivery and/or mobilization to the site.

Please complete the insurance certificate included with this subcontract and in accordance with **Exhibit “G”**.

Please use the enclosed copies of the Payment and Performance Bond forms **Exhibit “D”**.

Enclosed you will find the form **Exhibit “A”** “Subcontractor’s Application for Payment”, to be used for your monthly billing, and completed in full for the processing of your billing.

If you are a new subcontractor with C.D. Moody Construction Co., Inc. or have not completed a “Form W-9” one has been attached for your convenience. Please complete and return to me.

Sincerely,

{Projects.ProjectManager}  
Project Manager  
C.D. Moody Construction Co., Inc.

Enclosures

**C.D. MOODY CONSTRUCTION CO. INC.  
SUBCONTRACT AGREEMENT**

THIS SUBCONTRACT AGREEMENT (hereinafter "Agreement") is entered into as of this ({Contracts.ContractDate} "Contract Date") by and between C.D. MOODY CONSTRUCTION CO. INC., 6017 Redan Road, Lithonia, Georgia 30058, (hereinafter "Contractor") and {ToCompany.Name} (hereinafter "Subcontractor"). In consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Contractor and Subcontractor hereby covenant and agree as follows:

PROJECT NAME: {Projects.Name}

PROJECT ADDRESS: {Projects.Address}

OWNER: {LegalDocInfo.Owner}

ADDRESS: {LegalDocInfo.OwnerAddr1}  
{LegalDocInfo.OwnerAddr2}

ARCHITECT: {Projects.ProjectArchitect}

ADDRESS: {LegalDocInfo.ArchAddr1}  
{LegalDocInfo.ArchAddr2}

SUBCONTRACT NO.: {Contracts.ContractNumber}

PROJECT NO.: {Projects.Number}  
COST CODE: {ContractSchedOfValues.BdgtCode}  
SUBCONTRACTOR: {ToCompany.Name}

ADDRESS: {ToContact.DisplayAddress}

TELEPHONE: {ToContact.Tel} FAX NUMBER: {ToContact.Fax}

SUBCONTRACT PRICE: ({Contracts.OrigValue} "NumToText") ({Contracts.OrigValue})

SUBCONTRACTOR'S PERFORMANCE & PAYMENT BOND REQUIRED: YES

**Article 1**  
**SCOPE OF SUBCONTRACTOR'S WORK**

**1.1** The Subcontractor, as an independent contractor employed by the Contractor, agrees to provide and to furnish all supervision, labor, materials, scaffolding, equipment, systems, machinery, tools, apparatus, transportation, shop drawings, samples and submittals necessary to provide, furnish and complete the following Work, all in strict accordance and full compliance with the terms of the Contract Documents:

**1.1.1 - Project Specific Requirements**

1. Subcontractor shall provide all submittals, engineering, shop drawings, samples, mock-ups, and erection drawings required by the contract documents, and other reasonable submittal requests by the contractor for coordination purposes.
2. Subcontractor shall coordinate its work with other contractors, subcontractors, and Owners forces. As indicated in Article 3, coordination shall include review of all fabrication and shop drawings, all product data, and other contract documents referring to items requiring integration and compatibility with the Work required of Subcontractor. Subcontractor shall advise Contractor of any potential conflicts between its work and work being provided and/or performed by others. Subcontractor shall be responsible for damages, including removing and replacing its Work and time lost, incurred by its failure to coordinate with all fabrication and shop drawings, all product data, and other contract documents provided, onsite or otherwise, for coordination.
3. Subcontractor shall furnish all close out documents with or prior to 80% completion billing.
4. Prior to the construction of the permanent building perimeter wall, C. D. Moody Construction Company, Inc. will install temporary perimeter safety railings as required. If building structure is structural steel, the structural steel contractor will install temporary perimeter safety railings as required. Subcontractor shall coordinate and sequence the access of materials and all other operations involving the temporary removal and replacement of these safety railings with C. D. Moody Construction Company, Inc., and shall exercise due care to protect all safety railings and shall carry out all work in a manner to minimize the number of openings in safety railings.
5. Subcontractor shall provide all hoisting, scaffolding, hoist operators, and personnel and hoisting accessories, including barricades and/or trained flagmen in the vicinity of hoisting operations and on the ground below hoisting operations.
6. C. D. Moody Construction Company, Inc. shall furnish benchmarks and base control lines at each level of the building for use by all subcontractors. All other layout, field engineering, and field measurements required for the execution of this subcontract will be the responsibility of Subcontractor.
7. C. D. Moody Construction Company, Inc. will provide basic security/construction fencing around the jobsite to be maintained during construction. Should the Subcontractor deem it necessary to remove any portion of this construction fence for the execution of his work, it will be his responsibility to replace the fencing to its original state and to protect the area during the period he has the portion removed. In addition, he shall be responsible for repairing or replacing any portion of the fence damaged by his work forces.
8. Subcontractor includes all come-back/remobilization operations relating to this subcontract that is normal and to be expected.
9. Subcontractor shall provide labor, material, and coordination of all block outs, sleeves, or embedded items to be placed within the structure to allow for the completion of this scope of work. Subcontractor is to remain in close contact with the General Contractor regarding project schedule to ensure that all necessary items are included to eliminate the need for any cutting and patching.
10. Subcontractor shall provide fire proofing or sealing at all penetrations as required.
11. Subcontractor shall provide all required testing, certification, licenses, fees, permits, and agency approvals involving this scope of work.
12. Subcontractor shall coordinate mechanical, electrical, and architectural requirements to be used in conjunction with this scope of work.
13. Subcontractor shall provide Payment and Performance Bond if contract value is greater than fifty thousand dollars (\$50,000.00).

14. Subcontractor shall direct his crews to work Saturdays to compensate for any normal workdays lost due to inclement weather, holidays, or other circumstances.
15. All work must be performed in strict accordance to OSHA rules and regulations.
16. Subcontractor is responsible for purchasing and adhering to the latest construction documents, bulletins and specifications. Drawings, bulletins and specifications are available for immediate download via C. D. Moody Construction's Web site. Web link is <http://www.cdmoodyconstruction.com/estimating/estimating.html>. Login for ftp site is **ftpuser** and password is **cdmftp** all lowercase.
17. Storage of materials, tools, equipment, and field offices will be subject to Contractor's coordination and approval. Subcontractor may be required, at its expense, to relocate.
18. Subcontractor will be responsible for postage and courier charges incurred by the Contractor for returning information to the Subcontractor for the Subcontractor's benefit of maintaining the schedule.
19. Subcontractor warrants and represents that it has fully educated itself on the recent material price escalations and quantity shortages in the steel, aluminum, copper and other metal material industries. Subcontractor is aware how the material price escalations and delivery time periods effect the commitments made to Contractor in this Subcontract agreement. Subcontractor is experienced and fully qualified to perform the obligations of this Subcontract, that it has fully investigated, is fully familiar with and has taken into account material costs and availability, shipping and other related charges, and all other aspects of the raw material and fabricated material markets relating to the obligations of this Subcontract, and that it can perform the obligations of this Subcontract for the price and within the time set forth therein. Subcontractor further agrees not to seek a cost or time increase on the basis of the factors set forth above."
20. Subcontractor includes minor adjustments to typical conditions, connections, transitions, etc. that are normal and to be expected.
21. Subcontractor is responsible for insuring all requirements associated with Subcontractor's work for inspections are met prior to scheduled inspections. Subcontractor shall be responsible for any cost and/or delays caused by work or material not being in place at time of inspections.
22. Subcontractor is responsible for adequately covering/protecting block-outs and openings required by Subcontractors scope of work.
23. Subcontractor shall coordinate all rough-in locations with other trades
24. Shop drawing re-submittals shall be made within one week of notification of rejection or as requested by Contractor.
25. Subcontractor shall include list of Change Order Requests with pay applications. List shall include COR number, description, requested amount, amount approved by Contractor, and Subcontractor Change Order number in which change was included. Failure to produce such a list with pay application shall result in rejection of pay request and/or rejection of Change Order Requests.
26. Subcontractor shall provide material procurement schedule, critical path method schedule and updated as-built drawings with the Subcontractor's application for payment.
27. Subcontractor is responsible for locating all existing permanent utilities and is responsible for any damage caused to existing utilities in the process of Subcontractor's Work.
28. C. D. Moody Construction Company will provide a dumpster. Subcontractor shall clean-up daily in strict accordance with the contract. Any debris will become the Subcontractor's responsibility to remove from the site. Removal of large debris is the responsibility of the subcontractor.

#### **1.1.2 - Trade Specific Scope: (Reference EXHIBIT H)**



**Article 2**  
**THE CONTRACT DOCUMENTS PERTAINING TO SUBCONTRACTOR'S WORK**

2.1 The Contract Documents for this Agreement consist of this Agreement and any Exhibits or attachments hereto, the contract and all conditions to the contract (General, Supplementary and any other Conditions) between the Owner and the Contractor for the Project, all drawings, specifications, and Contract Documents referenced in the contract between the Owner and the Contractor, along with all addenda and modifications to that contract.

2.2 Notwithstanding the foregoing, the payment provisions, and any provisions requiring the arbitration of disputes, contained in the contract or conditions to the contract between the Owner and the Contractor are specifically excluded from the Contract Documents and are not incorporated by reference into this Agreement.

2.3 With respect to its Work, the Subcontractor agrees to be bound to the Contractor by all of the terms of the contract between the Contractor and the Owner (except for the payment provisions) and the Contract Documents thereto, and assumes toward the Contractor and the Owner all the obligations and responsibilities that the Contractor by those instruments assumes toward the Owner.

2.4 This Agreement, and the Contract Documents enumerated in this Agreement, represent the entire integrated agreement of the parties and supersede all prior negotiations, representations or agreements, whether express or implied, written or oral. This Agreement may only be amended or modified by a writing signed by both Subcontractor and Contractor.

2.5 The Subcontractor's execution of this Agreement is a representation by the Subcontractor that it has visited the site, is familiar with local conditions under which the Work is to be performed and has correlated its personal observations with the requirements of the Contract Documents.

2.6 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Subcontractor. All Work shown on the drawings but not specified, or specified but not shown on the drawings, shall be performed by the Subcontractor under the terms of this Agreement, and shall not constitute the basis for a claim by the Subcontractor for an increase in the Subcontract Price, or for an extension of time within which to complete its Work. Drawings and Specifications are to be construed as supplementing each other and as being complementary. The Contract Documents are complementary and what is required by one shall be as binding as if required by all.

2.7 The Subcontractor further acknowledges and agrees that its execution of this Agreement constitutes a warranty and representation that the Subcontractor has reviewed and inspected the Contract Documents applicable to its Work, and except as modified by a Change Order, the Work shall be performed and completed in accordance with the Contract Documents, including all addenda thereto.

2.8 The Subcontractor shall carefully study and compare the Contract Documents with each other and shall at once report to the Contractor any error, inconsistency or omission discovered. The Subcontractor shall be liable for any damage resulting from such errors, inconsistencies, or omissions if it recognizes or should have recognized such error, inconsistency, or omission and failed to report it to the Contractor before executing the Work. By performing any construction activity involving an error, inconsistency, or omission in the Contract Documents, which the Subcontractor recognized or should have recognized, the Subcontractor assumes the risk of such performance and agrees to bear full responsibility for all costs of correction.

2.9 The Contractor shall have the benefit of all rights, redress and remedies against the Subcontractor that the Owner has against the Contractor under its contract with the Contractor. In the event a provision of the contract or conditions of the contract between the Owner and the Contractor is inconsistent with the provisions of this Agreement, this Agreement shall control.

2.10 Should the Owner not engage an Architect on the Project, the rights of the parties hereto shall be determined without regard to any certificate, determinations, or other functions which the Contract Documents may anticipate an Architect will perform. In the event the Owner terminates the employment of the Architect initially engaged on the Project, any replacement Architect appointed by the Owner shall have the same status under the Contract Documents as the former Architect.

**Article 3**  
**SUBCONTRACTOR'S OBLIGATIONS**

3.1 By executing this Agreement, the Subcontractor acknowledges and agrees that the Contract Documents are adequate and sufficient to perform and complete all of the Work shown or reasonably inferable from the Contract Documents.

3.2 By executing this Agreement, the Subcontractor represents that it has investigated, examined, inspected, and thoroughly familiarized itself with the Contract Documents, the site and adjoining premises where its Work is to be performed, and that it has thoroughly informed itself as to any difficulties in connection therewith. The Subcontractor further warrants that the Contractor has made no representations of any kind or nature not contained in this Agreement. Commencement of the Work or any portion thereof by the Subcontractor shall be conclusive evidence that the jobsite, or that part thereof at which the Work is being performed, is in proper condition for the reception and installation of the Work. The Subcontractor further warrants and represents that it has taken into account all foreseeable climatic conditions, the availability and costs of labor and materials, tools and equipment, the Owner's and Contractor's scheduling requirements, and potential for Project congestion caused by the work of others preceding simultaneously with Subcontractor's Work.

3.3 The quantity and scope of the Work required herein is directed by the whole of the Contract Documents. The Subcontractor acknowledges its obligation under this Agreement to coordinate and review its Work with materials and/or equipment to be furnished by others to ensure completely compatible systems. The Subcontractor shall review all fabrication and shop drawings, and all product data and other Contract Documents referring to items requiring integration and compatibility with the Work required of Subcontractor.

3.4 The Subcontractor shall review the surfaces provided by others to which its Work is to be applied, and shall notify the Contractor of any defect or condition detrimental to the Work, prior to the commencement of its Work; otherwise, it shall be deemed that the Subcontractor has accepted the conditions of such surfaces and shall be liable for all consequences resulting therefrom.

3.5 The Subcontractor shall cooperate with the Contractor, other subcontractors and the Owner's forces or separate contractors to the extent their work might interfere with the Subcontractor's Work and Subcontractor shall participate in the preparation of coordinated drawings in areas of congestion if requested by the Contractor. Subcontractor shall also advise Contractor of any potential conflicts between its Work and that of the Contractor, other subcontractors or Owner's forces. In situations where a conflict arises between the Subcontractor's Work and the work of others, the Contractor will determine which work has the highest priority. Such action by the Contractor shall not entitle the Subcontractor to an adjustment in the Subcontract Price or time for performance, as the Subcontractor has anticipated and provided for such scheduling conflicts in its Subcontract Price and agreement to comply with the Schedule.

3.6 The Subcontractor shall take all necessary precautions to protect, and shall be liable for any damages to, adjacent surfaces caused by its Work, including damages resulting from Subcontractor's cleaning of such surfaces.

3.7 In the event the Subcontractor knowingly performs Work on or adjacent to defective work provided by others, or provides or performs Work in violation of any Code requirements, statutes, laws or regulations, the Subcontractor shall be fully responsible for and shall indemnify the Contractor from all damages caused thereby, including the costs to remove and replace its Work and any work of other subcontractors, the Contractor, or the Owner's forces or separate contractors affected thereby.

3.8 The Contractor shall make available within reasonable limits, temporary services for the benefit of Subcontractor, consisting of sanitary toilet facilities, potable water, 110 volt electric service and litter containers. Litter containers shall not be utilized for the deposit of scrap or waste construction materials. The Subcontractor hereby agrees to constantly maintain proper housekeeping controls for construction debris and litter arising from its operations and shall clean, on a daily basis, all debris and foreign material resulting from its Work.

3.9 The Subcontractor shall provide, maintain and remove from the Project site upon completion of its Work, all temporary offices, structures for the use of its employees, sheds and storage facilities, complete with all related utilities, gas, telephone and water. Storage areas for the use of the Subcontractor shall be designated by the Contractor, and no materials or equipment shall be stored by the Subcontractor except in areas approved by the Contractor. Such storage areas shall be maintained in an orderly condition by the Subcontractor.

3.10 The Subcontractor shall provide and be responsible for all layouts, including the accuracy thereof, necessary for the performance of its Work.

3.11 The Subcontractor shall perform all cutting, fitting, patching, sleeving, grouting, and sealing of its Work that may be required to fit it to, receive, or be received by the work of others as shown, or reasonably implied by the Contract Documents, or as required, or reasonably implied by the rules and regulations, codes, and requirements of any regulatory or governmental agency having jurisdiction over the Project; or as required or reasonably implied to achieve consistency and compatibility with the design elements being penetrated.

3.12 Except as otherwise provided in the Contract Documents, the Subcontractor shall pay the Contractor the reasonable value of any of the Contractor's equipment used by the Subcontractor in performing its Work.

3.13 The scope of the Subcontractor's Work includes an obligation to completely clean all Work and remove all debris resulting from the Work to the on-site dumpster or such other on-site locations designated by the Contractor as often as necessary and as often as directed by Contractor. If the Subcontractor fails, within twenty-four (24) hours of receipt of written notice to the Subcontractor's field supervisor, to correct a failure to properly clean-up and dispose of all trash and waste materials created by the Subcontractor, the Contractor shall have the right to terminate this Agreement, or at its option, to perform such clean-up for Subcontractor, and the Subcontractor hereby agrees to pay the Contractor for all costs incurred by the Contractor in performing the clean-up work. Clean-up of the Work, and the daily removal of debris from the areas of the Work is mandatory. Each day, all trash and debris shall be deposited into the on-site dumpster or at such other on-site location designated by the Contractor. Fire exits, corridors, ladderways, doorways and exit paths shall be clear of debris and open to pedestrian and wheelchair traffic at all times, specifically including nights and weekends.

3.14 Work hours shall be from 7:00 a.m. to 3:30 p.m., Monday through Friday, unless adjusted by the Superintendent. Holidays shall be as follows:

New Year's Day  
Fourth of July  
Thanksgiving Day

Christmas Day  
Memorial Day  
Labor Day

Any work beyond these hours must have prior approval by the Contractor's Project Manager or Superintendent.

3.15 The Subcontractor shall be represented by a person or persons authorized to represent it at weekly Safety and Subcontractor Meetings, commencing two (2) weeks prior to the commencement date of the Work covered by this Agreement.

3.16 The Subcontractor shall submit a daily construction report to the Contractor, which shall, at a minimum, include a description of the Subcontractor's activities for the day and any delays or hindrances encountered, a work force count by trade for the Subcontractor and any of its sub-subcontractors, and a listing of any major deliveries. The Subcontractor's daily report is due by noon the following day.

3.17 Where testing agency standards are referenced in the Contract Documents, all materials shall be tested and certified by an approved, independent testing firm acceptable to the Contractor. All costs associated with any test failure, or the cancellation of any scheduled test, attributable to the Subcontractor shall be the responsibility of the Subcontractor.

3.18 Deliveries of materials to the jobsite are to be received, unloaded and stored by the Subcontractor and are to be coordinated with the Contractor. The Subcontractor is solely responsible for the safety of its own materials, equipment and tools, and the Contractor and Owner are not responsible for damages or loss thereto resulting from vandalism, theft or any other cause.

3.19 Location of employee parking, equipment parking, material storage, and temporary trailers shall be subject to approval by the Contractor. Subcontractor shall move material, and/or temporary trailers as directed by Contractor with all costs of same to be borne by Subcontractor.

3.20 Except as otherwise provided by the Contract Documents, the Subcontractor shall pay all royalties and license fees required as a result of its Work. The Subcontractor shall defend all suits or claims for infringement of any patent or other intellectual property rights brought against the Contractor or Owner arising out of the Subcontractor's Work, and shall be liable to the Contractor and Owner for all losses or expenses, including attorney's fees, incurred as a result thereof.

3.21 In the event the Subcontractor seeks to contract with a sub-subcontractor for any portion of the Work covered by this Agreement, prior written approval of the Contractor must be obtained.

#### **Article 4** **THE TIME FOR PERFORMANCE OF THE WORK**

4.1 Except as otherwise provided elsewhere in the Contract Documents, the Subcontractor shall commence the Work in accordance with Contractor's Project Schedule (and any modifications or amendments thereto) (the "Schedule") or when directed by verbal or written notice from the Contractor. The Subcontractor shall diligently and continuously prosecute its Work in an efficient fashion so as not to cause delay in the progress of Contractor's work or in any other portions of the Project carried on by other subcontractors. The Subcontractor shall coordinate its Work with the work being performed on the Project by other trades so that the Contractor shall not be delayed due to any act or omission of the Subcontractor. The Subcontractor shall take all necessary action to assure the completion of the Project within the time specified in the Contract Documents.

4.2 Time is of the essence of this Agreement. In agreeing to complete the Work within the times and sequences provide for herein, the Subcontractor warrants and represents that it has taken into consideration and made allowances for all hindrances and delays incident to its Work.

4.3 The Schedule has or will be developed by the Contractor, and shall reflect the times required for various areas of work on the Project. The Subcontractor shall participate and cooperate with the Contractor in scheduling the times and sequences required to perform the Subcontractor's Work and agrees to perform its Work in accordance with the Schedule, as revised and amended. The Subcontractor shall continuously monitor the Schedule and shall advise the Contractor of the status of its performance on a regular basis, including information on the status of Shop Drawings, Sample Submittals, Materials or Equipment that is in the course of preparation or manufacture. The Subcontractor shall notify the Contractor in writing no later than three (3) days after receipt of any revision or amendment to the Project Schedule, or the occurrence of any event or circumstance which may affect the times and sequences in the Schedule, and shall request in that notice any time extensions permitted under this Agreement. The notice shall also be accompanied by all data or information required by the Contract Documents so as to enable the Contractor to process the request consistent with the Contract Documents.

4.4 If the Subcontractor is responsible for any delays in the time and sequence of the Schedule, the Subcontractor shall at its own expense, perform any overtime work necessary to bring its Work back on Schedule. The Contractor may at any time direct the Subcontractor to perform overtime work to bring its Work back on Schedule. If the Subcontractor is responsible for a delay in the time and sequence of the Schedule, the Subcontractor shall pay the Contractor for all costs and damages suffered by Contractor as a result of such delay, including any damages assessed against the Contractor by the Owner under the Contract Documents.

4.5 If requested by the Contractor, the Subcontractor shall also, at its expense, maintain, and update at least monthly, a critical path method schedule for the Subcontractor's Work containing such detail as may reasonably be requested by the Contractor.

## **Article 5 THE SUBCONTRACT PRICE**

5.1 As full consideration for the complete performance of the Work, the Subcontractor is entitled to payment of the amount set forth on page 2 (the "Subcontract Price"). Except for increases or decreases in the Subcontract Price by Change Order as provided for in this Agreement, the Subcontract Price is the total sum to be paid to the Subcontractor for the performance of the Work.

5.2 Prior to the first application for payment, the Subcontractor shall submit to the Contractor for its approval an itemized schedule of values allocating the Subcontract Price to the various portions of the Work. The schedule of values shall be in such form and supported by such data to substantiate its accuracy as required by the Contract Documents, or as the Contractor may reasonably require. The schedule of values, once accepted by the Contractor, will be used as the basis for evaluating the Subcontractor's Applications for Payment.

## **Article 6 PROGRESS PAYMENTS**

6.1 The Subcontract Price shall be paid by the Contractor to the Subcontractor as follows:

6.1.1 Payment shall be made in monthly installments as the Work progresses unless the Subcontractor is in default. Applications for Payment submitted by the Subcontractor shall correspond to payment applications submitted by the Contractor to the Architect, and the payment period shall be one calendar month ending on the last day of the month. On or before the **20th** day of each month, the Subcontractor shall submit to the Contractor a written Application for Payment on the form attached to this Agreement as **Exhibit A**, showing the proportionate value of Work performed and completed to date, including a projection of the value of Work that will be performed and completed through the last day of the month, along with all substantiating data and information as required by the Contract Documents, from which shall be deducted: (1) retainage of 10%; (2) all previous payments; (3) all charges for materials and services furnished by the Contractor to the Subcontractor; and (4) any other charges and deductions as provided for in this Agreement or in the Contract Documents. The balance of the requisition, to the extent approved by the Owner and Contractor, shall be payable to the Subcontractor within seven (7) calendar days after payment for same is received by the Contractor from the Owner. The Subcontractor acknowledges and agrees that the Contractor's receipt of payment from the Owner is an express condition precedent to the Contractor's obligation to pay the Subcontractor the Subcontract Price.

6.1.2 The Subcontractor's approved schedule of values and the quantities of Work performed and materials furnished as established by the Contractor, Owner or the Owner's Representative (if any), shall constitute the basis for calculating the payment amount owed to the Subcontractor in connection with each Application for Payment.

6.1.3 Payments made on account of materials not incorporated in the Work but delivered and suitably stored, shall be made, if at all, in accordance with the Contract Documents. All requests for payments for stored materials shall be accompanied by vendor invoices itemizing respective quantities and unit costs of such stored material. At its option, the Contractor may make payment for stored material by joint check to the Subcontractor and vendor and/or require, as a condition precedent to payment for stored materials, that a bill of sale, proper insurance, a waiver of lien, and a release, effective as of the date of the payment, be furnished from both Subcontractor and the material supplier.

6.1.4 Material stored on the site, and for which payment is requested, shall be in the care and custody of the Subcontractor, and shall not be removed from the site without the written consent of the Contractor. The Contractor's receipt of payment from the Owner for any stored materials is an express condition precedent to the Contractor's payment obligation, if any, to the Subcontractor for such stored materials.

6.2 Prior to submitting its first Application for Payment, the Subcontractor shall provide a list of all known sub-subcontractors, laborers, materialmen, or other vendors and suppliers, and shall update such list with each subsequent Application submitted.

6.3 The Subcontractor shall pay for all materials and labor used in connection with the performance of this Agreement through the period covered by payments received from the Contractor, and furnish satisfactory evidence, when requested by the Contractor, to verify compliance with this requirement. As a condition precedent to receipt of any progress payments, the Subcontractor further agrees to furnish to the Contractor, at the time of each progress payment, an executed Interim Waiver and Release Upon Payment in the form attached to this Agreement as **Exhibit B**. If requested by the Contractor, the Subcontractor shall also provide the Contractor with like waivers and releases from the Subcontractor's sub-subcontractors, laborers, and vendors, and any other person or entity furnishing labor, services, equipment or materials to the Subcontractor in connection with its Work.

6.4 No progress payments made under this Agreement shall be conclusive evidence of the performance of this Agreement either in whole or in part, and no such payment shall be construed to be acceptance of defective Work or improper materials.

6.5 Contractor's obligation to pay the Subcontract Price is executory and conditioned upon the Subcontractor's compliance with this Agreement, and the Subcontractor's completion of the Work. It is further expressly agreed and intended by the parties hereto that payment by the Owner to the Contractor is an absolute condition precedent to any obligation by the Contractor to make payment to the Subcontractor for all or any portion of the Work to be performed by the Subcontractor under this Agreement.

6.6 To the extent that any provisions of this Article 6 are inconsistent with any part of the Contract Documents, the provisions of this Article 6 shall control.

## **Article 7 FINAL PAYMENT**

7.1 Final Payment including, retention, shall be made to the Subcontractor upon: (i) completion of the Subcontractor's Work in accordance with the Contract Documents; (ii) acceptance of Subcontractor's Work by the Contractor and Owner; (iii) the occurrence of any and all conditions precedent to Subcontractor's entitlement to Final Payment, as provided in the contract between the Owner and the Contractor or elsewhere in the Contract Documents; (iv) receipt by the Contractor of funds from the Owner so as to permit the Contractor to make the Final Payment to the Subcontractor; (v) consent of the Subcontractor's surety, if any, to the making of final payment; and (vi) certification from the Subcontractor in the form attached hereto as **Exhibit C** that all labor (including customary fringe benefits and payments due under collective bargaining agreements) and all sub-subcontractors, laborers, materialmen and suppliers have been paid in full and are waiving or have previously waived any lien or bond claim rights upon the making of Final Payment. The Subcontractor acknowledges and agrees that the Contractor's receipt of payment from the Owner is an express condition precedent to the Contractor's obligation to make Final Payment to the Subcontractor under this Agreement.

7.2 Final Payment is further subject to the Contractor's prior receipt from the Subcontractor of all as-built drawings, certifications, maintenance manuals, operating instructions, written guarantees, warranties and bonds relating to the Work, at eighty percent (80%) completion of the Work.

7.3 Acceptance of Final Payment by Subcontractor shall constitute a full waiver and release by Subcontractor of all claims against Contractor or Owner arising out of or relating to this Agreement.

7.4 To the extent that any provisions of this Article 7 are inconsistent with any part of the Contract Documents, the provisions of this Article 7 shall control.

## **Article 8 SUBMITTALS**

8.1 Since time is of the essence of this Agreement, the Subcontractor shall proceed at once to prepare all required shop drawings, product data, samples and similar submittals required by the Contract Document and furnish same for approval by the Architect prior to fabrication of any item to be furnished under this Agreement. Submittal data shall be complete when submitted so as to ensure scheduled delivery of all equipment and/or materials and so as not to delay the progress of either the Subcontractor's Work or the work required of the Contractor pursuant to its contract with the Owner. The number of copies of such data as is required by the Contract Documents, plus one additional copy for the Contractor's use, shall be submitted, plus the number of copies desired by the Subcontractor for its use. Subcontractor agrees to keep the Contractor fully informed regarding its delivery schedule and shall immediately advise the Contractor in writing of any delay or anticipated delay.

8.2 The Subcontractor shall furnish to the Contractor periodic progress reports on the Work under this Agreement as mutually agreed, including information on the status of materials and equipment which may be in the course of preparation or manufacture. If requested by Contractor, a complete up-to-date procurement schedule shall be submitted on forms acceptable to the Contractor.

8.3 The Subcontractor shall comply with all scheduling and reporting requirements imposed upon Contractor in its contract with the Owner and shall furnish and supply Contractor such supplemental and additional information and reporting documentation as reasonably required by Contractor during the performance by Subcontractor of its Work.

8.4 The Subcontractor shall maintain and record on a daily basis as-built drawings, documents and data applicable to its Work, and shall make such drawings, documents and data available for the Contractor's review on a monthly basis in connection with the Subcontractor's Applications for Payment. The Subcontractor's compliance with this requirement, and the Contractor's monthly review is a condition precedent to the Contractor's obligation to issue progress payments under this Agreement.

8.5 The Contractor's review or approval of any shop drawings, cut sheets, samples, material lists, as-built documents, data or other submissions, including mock-ups, shall not relieve the Subcontractor of any of its duties under the Contract Documents, and/or its responsibility to perform the Work in the manner necessary to produce the results required and intended by the Contract Documents.

## **Article 9 SUPERINTENDENCE**

9.1 The Subcontractor shall provide adequate, competent, and experienced full-time, on-site supervision (satisfactory to the Contractor) during the performance of its Work. Such supervision shall have the authority to carry out directions from the Contractor relating to the Subcontractor's Work or responsibilities.

9.2 The Subcontractor shall provide technical services as required to effect the operation of equipment and/or material furnished under this Agreement, including performance of specific testing, if any, and shall instruct the Owner's personnel in the operation, maintenance and control of such equipment.

9.3 If obligations are imposed upon the Contractor in its contract with the Owner regarding superintendence or project management, these obligations are specifically incorporated herein by reference and are imposed upon the Subcontractor to the extent necessary to assure the Contractor's compliance with its contractual obligations to the Owner.

## **Article 10 MATERIAL AND WORKMANSHIP**

10.1 All Work shall be done to the final approval of the Contractor, Architect and/or Owner, and their decisions as to the performance of the Work in accordance with the Contract Documents and the true constructive meaning of the Contract Documents shall be final.

10.2 The Subcontractor shall provide safe and sufficient facilities at all times for inspection of its Work by the Contractor, the Owner, the Architect or their authorized representatives.

10.3 Should the Contractor, Architect or Owner condemn or disapprove any Work and/or materials furnished by Subcontractor under this Agreement, the Subcontractor shall, within twenty-four (24) hours after receiving written notice from the Contractor of such condemnation or disapproval, proceed promptly to take down all rejected portions of the Work and remove from the Project all materials subject to the condemnation or disapproval notice. The Subcontractor

shall promptly make good all such Work and all other work damaged or destroyed in removing or making good said condemned or disapproved Work. All costs associated with replacing or repairing condemned or disapproved Work shall be borne by the Subcontractor without any increase in the Subcontract Price.

10.4 The Subcontractor shall conform to and abide by any additional specifications, drawings, or explanations furnished by the Architect to illustrate the Work to be done, subject to the provisions of Article 12.

10.5 The Owner may elect to accept Work performed by Subcontractor that is not in accordance with the Contract Documents rather than requiring its removal and correction. In such event, the Subcontract Price shall be adjusted as necessary to equitably compensate the Owner for the consequences of the Subcontractor's failure to strictly comply with the requirements of the Contract Documents.

## **Article 11 PROGRESS AND COMPLETION**

11.1 The Subcontractor shall begin its Work in accordance with the Schedule or immediately upon receipt of verbal or written notice from the Contractor. The Subcontractor shall carry on its Work efficiently and at a rate that will not cause delay in the progress of the Contractor's work or other portions of the Project carried on by other subcontractors.

11.2 The Subcontractor shall comply with any schedule requirements imposed upon the Contractor in its contract with the Owner. The Contractor shall have the right to decide the time, order and priority in which the various portions of the Subcontractor's Work will be performed and other matters relative to the time and orderly conduct of the Subcontractor's Work if, in the Contractor's judgment, such actions are necessary to assure compliance with the scheduling requirements imposed upon Contractor in its contract with the Owner.

11.3 The Subcontractor shall at all times supply and promptly pay for adequate tools, appliances, equipment, a sufficient number of properly skilled workmen, and a sufficient amount of materials and supplies of specified quality to efficiently and properly prosecute the Work in accordance with the Schedule, and any modifications thereto issued by Contractor, in order to achieve the Project completion date established by the Contractor. Subcontractor shall at all times give due consideration to the fact that other work is dependent upon Subcontractor's proper and timely completion of its Work.

11.4 The Subcontractor shall only employ workmen who will work in harmony with those employed by the Contractor and other subcontractors. Should the work performed by the Subcontractor, Contractor, other subcontractors, Owner's forces or its separate contractors be stopped or delayed due to the Subcontractor's failure to supply a sufficient number of properly skilled workmen, or sufficient materials and equipment of the proper quality, or failure in any respect to prosecute its Work with promptness and diligence, or failure in the performance of any of the requirements contained in this Agreement, then the Contractor shall have the right, in addition to any and all other rights provided for in this Agreement, to provide such labor, materials and equipment as may be necessary to complete the Work in question. All costs incurred by the Contractor in performing Subcontractor's Work shall be charged to the Subcontractor, and shall be deducted from any amounts due or to become due to the Subcontractor under this Agreement, and/or shall be recoverable from the Subcontractor by the Contractor as damages for breach of this Agreement. Except in an emergency, the Contractor shall provide forty-eight (48) hours prior notice to the Subcontractor of such failure and the Contractor's decision to provide such labor, materials and equipment.

11.5 The Subcontractor shall immediately replace any workmen objectionable to the Contractor and in the event Contractor's request for replacement is not honored, Contractor shall be entitled and authorized to terminate this Agreement for cause.

11.6 It is further understood that contracts will be awarded and labor employed upon the Project without discrimination as to whether the employees of any contractor or subcontractor are members or are non-members of any labor organization. Subcontractor agrees that in the event of a work stoppage resulting from a labor dispute directed at the Subcontractor, the Contractor shall have the right to proceed as set forth herein, including, but not limited to, employing such workmen as Contractor deems appropriate to complete the requirements of this Agreement with all such costs chargeable against the Subcontractor.

11.7 If, in the opinion of the Contractor, the Subcontractor falls behind in the progress of the Work to be performed under this Agreement, the Contractor may, in addition to any and all rights provided for in this Agreement, and upon forty-eight (48) hours written notice, direct the Subcontractor to take such steps as the Contractor deems necessary to improve the rate of progress, including a requirement that the Subcontractor increase its labor force, number of shifts and/or overtime operations, days of work, amount of plant or other remedies, and submit for the Contractor's approval a recovery schedule demonstrating the method by which the required rate of progress will be regained, all without additional cost to the Contractor. The Contractor may, upon reasonable notice, require the Subcontractor to prosecute, in preference to other parts of the Work, such parts of the Work as the Contractor may specify. If the Subcontractor fails to comply with the requirements of this subparagraph, in addition to any other right or remedy the Contractor may have under this Agreement,

the Contractor may employ such workmen and purchase and lease such materials and equipment as the Contractor deems necessary to regain the proper rate of progress with respect to the Work. All costs incurred by the Contractor in regaining, or attempting to regain, the proper rate of progress with respect to the Subcontractor's Work shall be charged to the Subcontractor, and shall be deducted from any amounts due or to become due to the Subcontractor under this Agreement, and/or shall be recoverable from the Subcontractor by the Contractor as damages for breach of this Agreement.

11.8 In performing this Agreement, the Subcontractor shall comply with Contractor's affirmative action programs and any affirmative action obligations imposed upon the Contractor under its contract with the Owner. The Subcontractor shall not, under any circumstances, discriminate against any employee or applicant because of race, creed, color, sex, age or national origin.

## **Article 12 CHANGES**

12.1 Without invalidating or breaching the terms of this Agreement, the Contractor may at any time, and without notice to the Subcontractor's Surety, issue a written Change Order making changes in the Work within the general scope of the Work, consisting of additions, deletions or other revisions, including those required by modifications to the contract between the Owner and the Contractor issued subsequent to the execution of this Agreement. The Contractor shall promptly notify the Subcontractor of any such modifications to the Owner-Contractor contract, and unless otherwise directed by the Contractor, the Subcontractor shall not thereafter order materials or perform Work which would be inconsistent with the changes made by any such modifications. In the event of such a change or modification, the Subcontract Price and time for performance of the Work shall be adjusted, if at all, by way of Change Order.

12.2 Prior to the commencement of such change or revised Work, the Subcontractor shall promptly submit to the Contractor in writing any request it seeks to make for adjustment in the Subcontract Price or time for performance consistent with the requirements of the Contract Documents. Failure to timely submit a request for additional time or compensation arising out of change or revised Work shall constitute a representation by Subcontractor that no additional time or compensation for the change or revision is being sought, and shall constitute a waiver and release of any such request.

12.3 To the extent the Contractor's contract with the Owner provides for changes or change directives to be computed on the basis of mutually agreed lump sum, unit prices, force account, or otherwise, these obligations are hereby imposed upon the Subcontractor.

12.4 In the event the Contractor requests the Subcontractor to review a proposed modification to the Contract Documents which may affect the Subcontractor's Work, the Subcontractor shall respond in writing within the time required by the Owner contract, or if no time is specified within fourteen (14) calendar days after receipt of such request, or such other reasonable time period as the Contractor may require, stating the effect of the proposed modification upon its performance, including details of cost and time thereof. Failure of the Subcontractor to timely respond shall constitute its acceptance of the Contractor's determination as to the effect, if any, of the proposed modification or change upon the Subcontractor.

12.5 Should the parties be unable to agree as to the value, or time for performance, of Change Order Work to be added or omitted, the Subcontractor shall proceed under the written order of the Contractor, from which order the stated value, or time for performance, of the Work shall be omitted. The Subcontractor shall prepare and submit to the Contractor a proposal describing the estimated quantities, cost, and time for performance involved. The Subcontractor shall keep accurate, detailed and itemized records of the costs of any such change and shall report such costs to the Contractor in the form and manner prescribed by the Contractor. The Subcontractor shall, if requested, furnish each day to the Contractor, certified copies of all time sheets, receiving and inspection reports, and all other basic documents required by the Contractor to evidence the expenditures of the Subcontractor as a result of such change. The Subcontractor's Application for Payment for the additional Work shall be accompanied by certified copies of all pertinent payrolls, invoices, and vouchers relating to the additional work. In the event the Contractor and Subcontractor remain at issue as to the value or time for performance of such Work, the Contractor may refer the dispute to the Architect or Owner's Representative, whose decision shall be binding on the Subcontractor unless the Subcontractor notifies the Contractor in writing within forty-eight (48) hours of receipt of the decision that the Subcontractor contests the decision.

12.6 The Contractor's or Owner's receipt, or acknowledgment of the Subcontractor's change order claims, or any other alleged claim, or any notice or report, including reports of cost and time, or any payments made, shall not be construed as the Contractor's or Owner's acknowledgment, or acceptance of the accuracy or validity of any portion thereof, until such time as final change order amounts are determined and a Change Order is signed by the Contractor.

12.7 Unless otherwise indicated in the Contract Documents, Subcontractor's mark-up for additional material, labor, and cost incurred in performing additional Work shall not exceed 5% for overhead and profit.



### **Article 13 DELAYS**

13.1 The Subcontractor shall be liable to the Contractor for any and all loss or damage to the Contractor, or to the Owner for which Contractor may be liable, as a result of any delay on the part of the Subcontractor in the prosecution or completion of the Work, or for any delay to the completion of the Project attributable to the Subcontractor. Permitting the Subcontractor to continue to perform the Work after the time to complete its Work has expired, shall not be construed as or constitute a waiver by the Contractor of any claims for loss or damage it may have against the Subcontractor under the provisions of this Agreement.

13.2 If the contract between the Owner and Contractor contains a provision which renders the Contractor liable to the Owner for Liquidated Damages in the event of non-excusable delays in the performance of the work under that contract, the Contractor shall be entitled to recover from the Subcontractor its proportionate share of any such Liquidated Damages to the extent those damages are incurred due to the Subcontractor's failure to timely or properly perform its Work.

13.3 The Liquidated Damages recoverable hereunder are intended to compensate the Contractor for Liquidated Damages it may owe the Owner under the Owner-Contractor contract to the extent those damages are incurred due to delays in the performance of the work caused by the acts or omissions of the Subcontractor, its employees, agents or sub-subcontractors. The Contractor may have other and additional damages as a result of the failure of the Subcontractor properly to perform hereunder, which shall be recoverable from the Subcontractor in addition to the Liquidated Damages referenced herein.

13.4 The Subcontractor acknowledges and agrees that it has reviewed any Liquidated Damage provisions contained in the Contractor's contract with the Owner, and that the Liquidated Damages recoverable under this Article are neither a penalty nor a forfeiture, and are hereby fixed and agreed upon as the amount of damages that may be sustained by the Contractor in the event the Subcontractor is responsible for a delay in obtaining completion of the Project by the required date. The Subcontractor acknowledges that the actual damages sustained by the Owner, and thus by the Contractor, as a result of any such delays may be difficult to calculate. The Contractor may deduct the amount of Liquidated Damages due and owing by the Subcontractor from any amounts due or to become due to the Subcontractor under this Agreement, or if such funds are insufficient, may recover the balance from the Subcontractor as damages for breach of this Agreement.

13.5 No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the Work for any cause whatsoever, including those for which Owner, Architect or Contractor may be responsible, in whole or in part, shall relieve Subcontractor of its duty to perform hereunder. Subcontractor shall not be entitled to, and hereby waives any right to, additional compensation for any interruptions, interferences, inefficiencies, suspensions or delays except to the extent, and only to the extent, such interruptions, interferences, inefficiencies, suspension or delays were caused by the Owner and compensation for same is recovered from the Owner.

13.6 Should the Subcontractor be delayed in the prosecution of its Work by the occurrence of any act for which the Subcontractor is not responsible and which entitles the Contractor under its contract with the Owner to an extension of the time for performance, then the time fixed for the completion of Subcontractor's Work shall be extended for a period equivalent to the extension of time actually granted to Contractor under its contract with the Owner for its performance or the time lost by reason of the delay, whichever shall be shorter. The Subcontractor shall not be entitled to any time extension unless a notice of claim therefor is presented in writing to the Contractor within seventy-two (72) hours of the first occurrence of the delay and such claim is subsequently approved in writing by the Contractor. The Subcontractor agrees that an extension of time for completing its Work precludes any and all other claims the Subcontractor may have against the Contractor on account of any delays, disruption, interference or inefficiency to the Subcontractor's Work.

### **Article 14 DEFAULT AND TERMINATION**

14.1 Should the Subcontractor, in the opinion of the Contractor, refuse or neglect to supply sufficient and properly skilled workmen or materials or equipment of the proper quality and quantity, or fail in any respect to prosecute its Work with promptness and diligence, or cause by any action or omission the stoppage or interference with the work of Contractor or other subcontractors, or fail in the performance of any of the covenants contained in this Agreement, or be unable to meet its debts as they mature, the Contractor may, at its option, and at any time after forty-eight (48) hours written notice of such default to Subcontractor, terminate Subcontractor's right to further proceed with all or part of the Work, or, at Contractor's sole option, terminate this Agreement by delivering written notice of termination to the Subcontractor. Thereafter, the Contractor may take possession of the plant and work, materials, tools, appliances and equipment of the Subcontractor at the Project site, and through itself or others provide the necessary labor, equipment and materials to prosecute Subcontractor's Work, on such terms and conditions as shall be deemed necessary by the Contractor. The cost thereof, including all charges, expenses, losses, costs, damages and attorneys' fees, incurred as a result of the Subcontractor's failure to perform, shall be deducted by the Contractor from any amounts due or to become due to the Subcontractor. In the event any amounts due the Subcontractor are insufficient to cover the costs incurred by the

Contractor, the Subcontractor shall pay the difference to the Contractor within ten (10) days of demand for payment of same.

14.2 If the Contractor terminates the Subcontractor's right to proceed any portion of its Work, or terminates this Agreement, the Subcontractor shall not be entitled to any further payments hereunder until the Subcontractor's Work has been completed and fully accepted by Owner. In the event that the unpaid balance due exceeds the Contractor's cost of completion, the difference shall be paid to Subcontractor. If such expenses exceed the balance due, the Subcontractor shall pay the difference to the Contractor within ten (10) days of demand for payment of same.

14.3 The Contractor shall have the right to terminate the Subcontractor, by written notice and without the Subcontractor being at fault, for any cause or for its own or the Owner's convenience, and require the Subcontractor to immediately stop the Work. In such event, the Subcontractor shall be entitled to payment for that portion of the Work actually performed. The Contractor shall not be liable to the Subcontractor for any other costs nor for prospective profits on Work not performed. If the termination or cancellation is due to any default or action by the Owner, or as a result of court order or public authority, then the Contractor shall not be liable to the Subcontractor for any sum greater than that which the Contractor receives from the Owner with respect to the Subcontractor's Work, less any costs incurred by the Contractor in obtaining that amount from the Owner. Any default termination of the Subcontractor by the Contractor subsequently determined to have been erroneous, shall be deemed to be a termination for convenience under this Article 14.3.

14.4 The remedies provided to the Contractor in this Article 14 and in any part of the Contract Documents are cumulative, and not exclusive, of all other remedies available to the Contractor in law or equity for breach of this Agreement by the Subcontractor, or as a result of the Subcontractor's failure to perform any of the covenants of this Agreement. All losses, damages, and expenses, including attorneys' fees incurred in the prosecution or defense of any action, arbitration or suit, trial or appeal, enforcement of any judgment, bankruptcy or insolvency proceeding, or any subsequent proceeding or appeal from any order or judgment entered therein, incurred by or resulting to the Contractor on the above account, shall be borne by and charged against the Subcontractor and shall be damages for breach of this Agreement. The Contractor may recover same from the Surety issuing the bonds referenced in Article 18 hereof, and both the Subcontractor and its Surety agree to pay the Contractor for such losses, damages, expenses and attorneys' fees. At the Contractor's sole discretion and exclusive option, proceeds that are payable, or that become payable under this Agreement, or any other agreements between the Subcontractor and the Contractor, may be withheld by the Contractor and applied against said losses, costs or expenses. In the event any amounts due the Subcontractor are insufficient to cover the costs incurred by the Contractor, the Subcontractor shall pay the difference to the Contractor within ten (10) days of demand for payment of same.

## **Article 15 CLAIMS AND DISPUTES**

15.1 The Subcontractor shall make all claims to the Contractor for extras and extensions of time in writing and in the manner and time provided for by this Agreement and in the Contract Documents for like claims by the Contractor against the Owner. Any claim that will affect or become part of a claim that the Contractor is required to make under its contract with the Owner shall be made by the Subcontractor in sufficient time and in such manner so as to permit the Contractor to satisfy the requirements of its contract with the Owner. If the Subcontractor fails to timely or properly submit a claim to the Contractor, and as a consequence the Contractor is unable to timely or properly file a claim against the Owner under its contract with the Owner, the Subcontractor shall be bound by all consequences thereof. The Contractor's liability to the Subcontractor for such claims is limited to the amount, if any, actually recovered from the Owner for such claim or extra, less the Contractor's costs associated with the assertion of the claim or extra.

15.2 Except as otherwise provided in this Agreement, all disputes arising out of this Agreement shall be initially decided by the Contractor, and the Contractor shall reduce its decision to writing and furnish a copy thereof to the Subcontractor. The Contractor's decision shall be final and conclusive unless the Subcontractor, within forty-eight (48) hours of its receipt of the initial decision, issues written notice to the Contractor contesting same. If the Subcontractor does not contest the Contractor's initial decision within the time period noted above, the Contractor's decision shall be final and conclusive, and the Subcontractor shall be deemed to have waived any right to contest the Contractor's decision.

15.3 The Subcontractor shall carry on the Work and comply with its performance and scheduling obligations under this Agreement despite the existence of any dispute or legal proceedings between the parties. This continuation of work clause shall remain paramount, and the Subcontractor agrees that it will not raise any alleged breach, material or otherwise, by the Contractor as a justification for stopping its Work.

15.4 If the Subcontractor seeks to appeal a decision rendered under the Contract Documents by the Architect, Owner or the Owner's Representative adversely affecting the Subcontractor's interests, Subcontractor may prosecute the appeal, provided the Contractor's interests are unaffected, Subcontractor bears all costs associated therewith, and assumes sole responsibility for the appeal.

15.5 The laws of the State of Georgia shall govern any claim, dispute or other matter in question between the Contractor and the Subcontractor relating to this Agreement, or the performance of any Work hereunder.

15.6 All disputes or claims between the Contractor and the Subcontractor arising out of this Agreement, or the performance of any Work hereunder shall be decided by litigation unless the Contractor, at its sole option, advises the Subcontractor in writing that the Contractor elects to have the dispute or claim decided or resolved by arbitration. In such event, the Contractor shall provide the Subcontractor written notice of its election, the Subcontractor shall be bound by the election, and the arbitration proceeding shall be conducted pursuant to the Construction Industry Arbitration Rules issued by the American Arbitration Association then in effect. All such arbitration proceedings shall be held in Atlanta, Georgia, and judgment upon the arbitration award may be entered by any court having jurisdiction.

15.7 In connection with all such arbitration proceedings, the parties agree to afford each other liberal and informal discovery consistent with the discovery provisions of the Georgia Civil Practice Act, O.C.G.A. § 9-11-1 et seq., including the production of all documents related to the dispute and the deposition of witnesses having knowledge of facts pertaining to the matters in dispute.

15.8 In the event Contractor is involved in a separate arbitration or other legal proceeding, involving the Subcontractor's Work, questions of law or fact common to the Subcontractor's Work, or if complete relief cannot be afforded without the Subcontractor's presence in that separate arbitration or other legal proceeding, the Subcontractor hereby consents to its consolidation or joinder to that separate proceeding.

15.9 In the event the Contractor does not elect to arbitrate a claim or dispute hereunder, the Contractor and Subcontractor each hereby agree that the claim or dispute shall be submitted for resolution to the United States District Court for the Northern District of Georgia or the Superior Court of Fulton County, Georgia. Both parties expressly submit, and consent and waive any objections to the jurisdiction and venue of these Courts, and stipulate that they shall be the sole fora for litigating disputes hereunder.

## **Article 16 REGULATORY COMPLIANCE**

16.1 The Subcontractor's attention is directed to the compliance requirements of the conditions of the Contract Documents. These conditions are incorporated herein by reference and the Subcontractor should comply therewith as applicable. Specific reference is made to, but not limited to, the following:

16.1.1 Apprenticeship trainee requirements.

16.1.2 Equal opportunity employment requirements.

16.1.3 Special trade permits and connection permits or fees.

16.1.4 Compliance with employee wage rate determinations required by governing authorities and specified within the Contract Documents.

16.1.5 Compliance with any applicable contractor, specialty contractor, or subcontractor licensing requirements in the State of Georgia, or the state wherein the Project is located.

16.2 The Subcontractor shall comply with all Local, State and Federal laws, codes, regulations and ordinances which apply to the Project. The Subcontractor shall give notices and comply with all such laws, ordinances, rules, regulations and orders of public authorities bearing upon the performance of its Work and shall secure and pay for all permits and governmental fees, licenses and inspections necessary for proper execution and completion of its Work.

16.3 The Subcontractor shall comply with the Williams-Steiger Occupational Safety and Health Act of 1970, and the General Safety Rules and Regulations of the Construction Industry as currently required by the governing authorities having jurisdiction thereof, and such other labor laws as may be applicable. Subcontractor shall report in writing immediately to the Contractor any injury to any employee of the Subcontractor at the site of the Project.

16.4 The Subcontractor shall take all reasonable safety precautions necessary with respect to the performance of its Work and shall comply with all safety measures initiated by the Contractor and with all applicable laws, ordinances, rules, regulations and orders of public authorities pertaining to the safety of persons or property, all in accordance with the requirements of the Contractor's contract with the Owner.

16.5 The Subcontractor shall comply with the requirements of all governmental authorities having jurisdiction over the Work, including all Building Departments, and shall comply with all other laws and ordinances, and defend, indemnify

and hold the Contractor harmless from all fines or citations issued against the Contractor or the Owner as a consequence of Subcontractor's Work. The Subcontractor shall give these authorities all requisite notices relating to its Work.

16.6 Subcontractor shall comply with all Federal, State and local tax laws, Social Security Acts, Unemployment Compensation Acts and Employer's or Worker's Compensation Acts to the extent they are applicable to the performance of the Work under this Agreement.

16.7 In the event of the Subcontractor's violation of any of the above, the Subcontractor shall bear all costs resulting from such violation and shall defend, indemnify and hold the Contractor harmless from any damages (including attorneys' fees), claims, and causes of action arising from such violation.

## **Article 17 INDEMNITY AND INSURANCE**

17.1 The Subcontractor shall secure, and pay for, Worker's Compensation/Employer's Liability, Public Liability and Property Damage Liability Insurance from an insurer authorized to issue such policies in the State of Georgia and the state wherein the Project is located (**EXHIBIT "G"**) The insurance must be issued by an insurer acceptable to the Contractor, and in such amounts as required by the Contract Documents or by applicable law. The Subcontractor shall furnish certificates of insurance or copies of the insurance policies providing for the coverage applicable to its Work and as required under this Agreement prior to commencing its Work. Unless otherwise required by the Contract Documents or law, the Subcontractor shall obtain the following minimum coverage and limits of said insurance for each Project undertaken by the Subcontractor:

### **17.1.1 Workers Compensation and Employer's Liability**

(a) The Policy must include coverage that meets the minimum requirements of the Worker's Compensation laws of the state in which the Project is located, an "All States" endorsement, a waiver of subrogation in favor of the Contractor and Owner, and Employer' Liability coverage of \$1,000,000 per accident, \$1,000,000 disease limit (policy limit), and \$100,000 disease limit (each employee).

(b) In the event that the Subcontractor, or any of its sub-subcontractors, is leasing its employees, the Subcontractor shall require from the employee leasing company, and provide to the Contractor evidence of, Workers Compensation insurance that meets all statutory requirements by the law of the state in which the project is located in, and which includes an endorsement adding the Contractor and Owner as additional insured.

(c) The policy limits must be in the following amounts:

Employer's Liability (per accident)	\$1,000,000
Disease Aggregate Limit	\$1,000,000
Disease (per employee)	\$1,000,000

(d) Waiver of Subrogation in favor of C.D. Moody Construction Co. Inc. and {LegalDocInfo.Owner} must be added.

### **17.1.2 Commercial General Liability Insurance**

(a) The Policy must be written on an occurrence basis, and must include coverage for liabilities arising out of the Subcontractor's Work, or that of any of its sub-subcontractors, or their respective employees, agents, officers or directors acts or omissions.

(b) The coverage must also include contractual liability for any indemnities and contractual liability of the Subcontractor under this Agreement.

(c) The policy limits must be in the following amounts:

General Aggregate Limit	\$2,000,000
Products & Completed Operations	\$2,000,000
Personal Injury	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Rented Premises (each occurrence)	\$50,000
Medical Expense (Any one person)	\$5,000

(d) C.D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} are to be included as Additional Insured (Form CG2010 11/1985, including completed operations or Equivalent) and such insurance shall be primary and non-contributory.

(e) Waiver of Subrogation in favor of C.D. Moody Construction Co. Inc. and {LegalDocInfo.Owner} must be added to policy.

(f) Per project general aggregate limit endorsement must be included (CG2503 11/85 or equivalent).

#### 17.1.3 Commercial Auto Liability Insurance

(a) The policy must include coverage for bodily injury, death and property damage arising out of ownership, maintenance or use of any motorized vehicle on or off the Project site. The policy must also include coverage for non-owned and hired automobiles.

(b) The policy must be written with a combined single limit for bodily injury and property damage in the amount of \$1,000,000.

(c) C.D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} are to be included as Additional Insured, including completed operations, and such insurance shall be primary and non-contributory.

(d) Waiver of Subrogation in favor of C.D. Moody Construction Co. Inc. and {LegalDocInfo.Owner} must be added to policy.

#### 17.1.4 Umbrella Liability Insurance

(a) The policy must provide for coverage consistent with the primary liability policies, and shall provide for coverage to be maintained for the same period of time as the primary insurance.

(b) The policy must be written with a combined single limit in the amount of \$1,000,000 over and above the Commercial General Liability, Auto Liability, and Employer's Liability limits.

(c) C.D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} are to be included as Additional Insured, including completed operations, and such insurance shall be primary and non-contributory.

(d) Waiver of Subrogation in favor of C.D. Moody Construction Co. Inc. and {LegalDocInfo.Owner} must be added to policy.

17.2 All insurance policies shall contain a provision that the coverage afforded there under shall not be cancelled or not renewed nor restricted modifications added unless at least thirty (30) days prior written notice has been given to the Contractor. In the event the Subcontractor fails to obtain or maintain any insurance coverage required by this Agreement, or the Contract Documents, the Contractor may at its option: (i) terminate the Subcontractor; or (ii) purchase such coverage and charge the expense thereof to the Subcontractor.

17.3 All insurance required by this Article shall, unless otherwise required by the Contract Documents, name the Contractor and Owner as additional insured. Such insurance shall be primary and non-contributory and waiver of subrogation in favor of C.D. Moody Construction Co. Inc and {LegalDocInfo.Owner} must be added to policy. The Subcontractor shall be responsible for the payment of any deductibles or self-insured retention amounts under the policies required by this Article, both for itself and all additional insured. If the Subcontractor fails to comply with this requirement, the Subcontractor shall indemnify, defend and hold harmless the Contractor against any loss, damage, or expense incurred by the Contractor that would have otherwise been covered by the insurance required of the Subcontractor under this Agreement.

17.4 In the event an Owner's Controlled Insurance Program ("OCIP") or as Contractor Controlled Insurance Program ("CCIP") is used on the Project, the Subcontractor agrees that if it is required to enroll in such program, it will comply with all requirement of the program, and that it will execute a deductive Change Order reducing the Subcontract Price for all amounts contained in the Subcontract Price for insurance coverage's provided by the OCIP or CCIP.

17.5 All insurance required by this Article shall contain an endorsement whereby the insurance carrier waives all rights of recovery or subrogation against the Contractor and Owner. The Subcontractor waives all claims and all rights of subrogation against the Contractor and Owner for loss of, or damage to, Subcontractor's work, tools, machinery, equipment, material, supplies, or any other losses within the scope of the Subcontractor's insurance

17.6 Materials which are incorporated into the completed Project, or properly stored at the Project site, may be covered by Builder's Risk insurance purchased by the Contractor or Owner, and such policy may contain certain deductibles and exclusions. The Subcontractor shall be responsible for any such deductibles and exclusions, and for any losses that are not covered by such insurance. Subcontractor shall evaluate any such coverage and obtain any additional insurance it deems

necessary or appropriate to protect its interests against such losses. A copy of the Builders' Risk policy procured by Owner or Contractor will be made available for the Subcontractor's review upon request.

17.7 The Subcontractor assumes full liability for any and all damages, death, or injury of any kind to all person(s), whether employees of the Subcontractor or otherwise, and property arising out of or in any way connected with its Work and shall to the fullest extent permitted by law defend, indemnify and hold harmless the Owner, Contractor, other subcontractors and the Contractor's Subcontract Performance Insurer, if any, their respective officers, agents, employees and indemnities, from and against any and all claims, losses, suits, damages, legal and otherwise, arising out of or in any way connected with the Subcontractor's Work, including claims, losses and damages sustained by the Contractor or its Subcontract Performance Insurer, arising out of the Subcontractor's performance of its Work, and to the fullest extent permitted by law, the negligence of any indemnitee hereunder. Consistent with O.C.G.A. § 13-8-2, et seq., the Subcontractor shall not be required to provide indemnification for damages proximately caused by or resulting from the sole negligence of the Contractor, Owner, their respective officers, agents, employees, and indemnities, unless such losses or damages are incurred by the Contractor as a result of the Subcontractor's failure to obtain the insurance required under this Article 17, in which case the Subcontractor shall be deemed the insurer of such loss or damage. If any claim or demand is made against Contractor for any matter enumerated herein, any payment due, or which thereafter becomes due, to Subcontractor, may be held by Contractor to cover such losses and expenses, including all reasonable attorneys' fees. In the event any amounts held by the Contractor are insufficient to cover the costs incurred by the Contractor, the Subcontractor shall pay the difference to the Contractor within ten (10) days of demand for payment of same.

17.8 All insurance policies shall be maintained throughout the duration of the project and warranty period. Commercial general liability and umbrella liability shall be maintained for at least two (2) years after completion of all work and evidence of coverage shall be provided to C.D. Moody Construction Company, Inc.

17.9 All policies shall be endorsed for thirty (30) days notice of cancellation to C.D. Moody Construction Company, Inc.

#### **Article 18 BONDING**

18.1 If requested by Contractor, the Subcontractor shall furnish separate Performance and Payment Bonds to secure the Subcontractor's obligations under this Agreement, each with a penal amount equal to 100% of the Subcontract Price. The bonds shall be written on the forms attached as Exhibit D to this Agreement. The Subcontractor shall pay the premium for the bonds and the cost thereof is included in the Subcontract Price. All such bonds shall be issued by a Surety acceptable to the Contractor and listed in the most current Federal Register listing of Approved Surety Companies (Federal Register, Vol. 55, Department of Treasury Circular 570) with an A.M. Best Rating of A- or better, and authorized to issue such bonds in the State of Georgia and the state wherein the Project is located.

18.2 In the event the Subcontractor shall fail to promptly provide Performance and Payment Bonds when requested by the Contractor, the Contractor may, at its sole discretion, terminate this Agreement and re let the Work to another subcontractor. The Subcontractor shall indemnify and hold Contractor harmless from all added costs and expenses incurred by the Contractor as a result thereof.

18.3 If the Contractor elects to require Performance and Payment Bonds, the Subcontractor shall not commence its Work without having provided said Performance and Payment Bonds, and any such commencement shall not be considered a waiver, or release by the Contractor of the above requirements. If the Subcontractor proceeds with its Work in violation of these requirements, the Subcontractor shall be deemed to have proceeded with its Work at its own risk, and shall not be entitled to payment hereunder until such bonds are delivered to the Contractor, it being understood and agreed that compliance with the foregoing requirements is an express condition precedent to the Contractor's payment obligation to the Subcontractor.

#### **Article 19 ENCUMBRANCES**

19.1 The Subcontractor shall turn the Work over to the Contractor in good condition and free and clear of all claims, encumbrances, or other liens and shall defend, indemnify and hold harmless the Contractor and Owner from all claims, encumbrances or liens arising out of the performance of the Work. The Subcontractor shall, at its own cost and expense (including attorneys' fees), defend all suits to establish such claims, and pay any such claims or liens so established.

19.2 If at any time there shall be evidence of a lien or claim for which is chargeable to Subcontractor, or which, if established, might render the Contractor or the Owner liable to the claimant, or if Subcontractor shall incur any liability to Contractor, or if the Contractor shall have any claim or demand against Subcontractor of any kind or for any reason, whether or not reduced to judgment or award, the Contractor shall have the right to retain out of any payment due, or to become due under this Agreement or any other agreement between the Contractor and the Subcontractor, an amount

sufficient to indemnify Contractor and Owner against such lien or claim, or to fully satisfy such liability, claim, or demand. Contractor shall also be entitled to charge against or deduct from any such payment all costs of defense or collection with respect thereto, including reasonable attorneys' fees. Should any claim or lien develop after all payments are made hereunder, the Subcontractor shall refund to the Contractor within ten (10) days of demand therefore all monies that the latter may be compelled to pay in discharging such claims or liens and all costs, including reasonable attorneys' fees incurred in collecting said monies from the Subcontractor.

19.3 In the event a subcontractor or supplier to Subcontractor shall file a claim of nonpayment against the Contractor's payment bond or file a lien against the Project, the Subcontractor shall obtain the withdrawal of the claim of nonpayment or bond off the lien within ten (10) days of its receipt of a demand to do so by the Contractor. The Subcontractor shall comply with this requirement whether or not it believes the lien is validly asserted or filed. In the event of failure by the Subcontractor to comply with this requirement, the Contractor may, at its sole discretion, bond off any liens. All costs of such action, including any attorneys' fees incurred by Contractor, shall be charged to the account of the Subcontractor and are recoverable from the Subcontractor by the Contractor as damages for breach of this Agreement. The Subcontractor's failure to comply with such a demand shall also constitute an event of default entitling the Contractor to terminate this Agreement for cause.

19.4 In addition to the requirements of Article 6.2, the Subcontractor shall, as often as requested by the Owner or by the Contractor, furnish a sworn statement identifying all parties who have furnished or are furnishing labor or materials to the Subcontractor with their names and addresses and amounts due or to become due each of them. Like statements may, at Contractor's option, be required from any sub-subcontractors or suppliers of the Subcontractor.

19.5 If requested by the Contractor, the Subcontractor shall furnish the Contractor with evidence that the Subcontractor has paid all bills and expenses incurred by the Subcontractor for labor, services, equipment and materials used by the Subcontractor, or any other liability incurred by the Subcontractor in any way, for the purpose of performing the Subcontractor's Work.

19.6 Any and all transportation tax, sales tax, use tax or any other tax that might accrue through the purchase of materials or amounts paid for labor by the Subcontractor or occasioned by performance of any Work under this Agreement, shall be borne and paid for by the Subcontractor, and are included in the Subcontract Price.

19.7 The Subcontractor agrees that payments due from the Contractor for its Work are not assignable and that no part of this Agreement can be assigned without the written consent of the Contractor.

## **Article 20 WARRANTIES AND GUARANTEES**

20.1 The Subcontractor warrants to the Contractor and Owner that all materials and equipment furnished shall be new unless otherwise specified, and that all Work under this Agreement shall be of good quality, free from faults and defects and in conformance with the Contract Documents.

20.2 The Subcontractor agrees to promptly make good, without cost to the Contractor or Owner, any and all defects due to faulty workmanship and/or materials which may appear within the guarantee or warranty period(s) established in the Contract Documents, and if no such period(s) be stipulated in the Contract Documents, then such guarantee shall be for a period of one (1) year from the date of completion and acceptance of the Project by Owner. Subcontractor further agrees to execute any special guarantees as required by the Contract Documents or by law. The Subcontractor shall require similar guarantees from all vendors and lower tier subcontractors.

20.3 The Subcontractor shall pay for all changes to the Subcontractor's Work or the Contractor's work resulting from defects in the Subcontractor's workmanship or materials, as well as all expenses necessary to replace or repair either the Subcontractor's Work or the Contractor's work, including that damaged or disturbed by making replacements or repairs. The Subcontractor shall further be obligated to pay for and shall reimburse the Contractor for all costs associated with the impact of its defective workmanship on other subcontractors, the Contractor's work or the work of Owner's forces or separate contractors. This obligation is in addition to all other guarantees, warranties and rights contained in the Contract Documents.

## **Article 21 MISCELLANEOUS REQUIREMENTS AND SPECIAL PROVISIONS**

21.1 The headings provided in this Agreement are for ease of reference only. The headings form no part of the Agreement between the parties and shall be given no weight in the interpretation or construction of this Agreement.

21.2 All notices required by this Agreement shall be in writing addressed to the parties as follows:

If to the Contractor:  
C.D. Moody Construction Co., Inc.  
6017 Redan Road  
Lithonia, Georgia 30358

Attn: C. David Moody, Jr.

If to the Subcontractor:  
{ToCompany.Name}  
{ToContact.DisplayAddress}

Attn: {ToContact.DisplayName}

Notices shall be considered delivered when postmarked if dispatched by registered or certified mail, when signed for if delivered by hand, or when received if delivered by any other means.

21.3 Should any provision or clause of this Agreement be determined by a court to be unenforceable, such a determination shall not affect the validity and enforceability of any other section or part. If any provision is determined to be unenforceable, in whole or in part, the provision shall be considered reformed to reflect the intent thereof to the greatest extent possible consistent with applicable law. This Agreement shall be construed without regard to any presumption or other rule requiring construction against the party who caused it to have been drafted.

21.4 The failure of the Contractor to enforce at any time or for any period of time any one or more of the provisions of this Agreement, or the Contract Documents shall not be construed as and shall not constitute a waiver of any such provision or provisions, and the Contractor shall thereafter be entitled to enforce each and every such provision without any requirement that the Contractor provide notification to the Subcontractor of its intention to thereafter enforce said provision or provisions.

21.5 Subcontractor's special attention is called to **EXHIBIT E** - "SAFETY PROGRAM" which is to be strictly observed and rigidly enforced by the Subcontractor during the performance of the Work under this Agreement.

21.6 Subcontractor's special attention is called to **EXHIBIT F** - "SUBSTANCE ABUSE POLICY" which is to be strictly observed and rigidly enforced by the Subcontractor during the performance of the Work under this Agreement.

21.7 In completing all Work conducted pursuant to the Contract Documents, with regard to environmental issues, Subcontractor agrees to comply with all applicable federal, state, and local laws, rules, regulations, ordinances, orders, decrees, permits, permit requirements, licenses, and other governmental requirements (including common law) and contracts relating to pollution, the preservation of the environment and the discharge or release of, or exposure to materials (including energy, odors, and noise), into the environment ("Environmental Laws").

IN WITNESS WHEREOF, Contractor and Subcontractor hereby executed this Subcontract Agreement the day and year first written above.

C. D. MOODY CONSTRUCTION CO., INC.

WITNESS

\_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ Name: C.David Moody, Jr. Its: C.E.O.

Date: \_\_\_\_\_

{ToCompany.Name}

WITNESS

\_\_\_\_\_ By: \_\_\_\_\_



Name: \_\_\_\_\_ Name: \_\_\_\_\_ Its: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit "A"**  
**SUBCONTRACTOR'S APPLICATION FOR PAYMENT**

TO: **C.D. Moody Construction Co., Inc.**  
SUBCONTRACTOR: **{ToCompany.Name}**  
PROJECT: **{Projects.Name}**  
CONTRACT NO: **{Contracts.ContractNumber}**  
PAYMENT REQUEST NO: \_\_\_\_\_  
PERIOD: \_\_\_\_\_ TO: \_\_\_\_\_

STATEMENT OF SUBCONTRACT PRICE:

1. Original Subcontract Price: .....	\$ _____
2. Approved Change Order No's __ (As per attached breakdown)(Net).	\$ _____
3. Adjusted Subcontract Price.....	\$ _____
4. Value of Work Completed to Date (As per attached breakdown).	\$ _____
5. Materials Stored on Site (As per attached breakdown).....	\$ _____
6. Total to Date.....	\$ _____
7. Less Amount Retained (10%).....	\$ _____
8. Total Less Retainage.....	\$ _____
9. Total Previously Certified (Deduct).....	\$ _____
10. AMOUNT DUE THIS REQUEST.....	\$ _____

CERTIFICATE OF THE SUBCONTRACTOR: I hereby certify that the work performed and the materials supplied to date, as shown on the above, represent the actual value of accomplishment under the terms of the Agreement (and all authorized changes thereto) between the undersigned and Contractor relating to the above referenced project. I also certify that payments, less applicable retention, have been made through the period covered by previous payment received from the Contractor, to (1) all my subcontractors (sub-subcontractors) and (2) for all materials and labor used in or in connection with the performance of the Agreement. I further certify I have complied with Federal, State, and Local laws, including Social Security laws and Unemployment Compensation laws and Workers' Compensation laws insofar as applicable to the performance of this Agreement.

Conditioned only upon payment of the amount of this request, and in order to induce such payment, the Undersigned does hereby: (i) waive, release, and relinquish all claim or right of lien which the Undersigned may now have upon the premises above-described; (ii) waive, release, and relinquish any rights it has against any labor, material, payment, performance, or lien discharge bond pertaining to the foregoing described Property and the improvements thereon; (iii) waive, release and relinquish any claims for additional compensation of any kind, including delay, disruption, interference, or acceleration accruing prior to the date of this Application for Payment; and (iv) the Undersigned further promises to indemnify and hold harmless the Owner and Contractor from any liens or claims of lien of any and all parties for the furnishing of labor, materials or services on the project for, by or through the undersigned, or any of its subcontractors or suppliers through and including the date of this request.

WITNESS the hand and seal of the Undersigned, as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed, sealed, sworn to and subscribed before the undersigned unofficial witness and notary public:

Notary Public:

SUBCONTRACTOR/SUPPLIER:  
{ToCompany.Name}

\_\_\_\_\_  
(NOTARY SEAL)

\_\_\_\_\_  
(SEAL)

My Commission Expires: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PERIOD ENDING:****JOB NUMBER:**

**JOB NAME:**

SUBCONTRACTOR:[illegible]

**Exhibit "B"**

**SUBCONTRACTOR'S INTERIM WAIVER  
AND RELEASE UPON PAYMENT**

STATE OF GEORGIA, COUNTY OF {Projects.Region}

OWNER: {LegalDocInfo.Owner}  
CONTRACTOR: C.D. Moody Construction Co., Inc.  
SUBCONTRACTOR: {ToCompany.Name}  
PROJECT: {Projects.Name}

The undersigned Subcontractor/Supplier (hereinafter the "Undersigned"), {ToCompany.Name} has been employed by C. D. Moody Construction Co., Inc. ("Contractor") to furnish construction services or materials for the construction of improvements known as the {Projects.Name} ("Project"), which is located in the City of {Projects.Territory} , County of {Projects.Region} ("Property"), is owned by {LegalDocInfo.Owner} ("Owner"), and has a street address or legal description of:

{Projects.Address}

Upon the receipt of the sum of \$\_\_\_\_\_, the Undersigned waives and releases (i) any and all liens or claims of liens it has upon the foregoing described Project and Property; (ii) any and all rights it has against any labor, material, payment, performance or lien discharge bond pertaining to the foregoing described Project and Property and the improvements thereon; and (iii) any and all claims for additional compensation of any kind, including claims for delay, disruption, interference, or acceleration through the date of \_\_\_\_\_, 20\_\_\_\_ (the Waiver Date"), and excepting those rights, liens and bond claims that the Undersigned might have in any retained amounts, on account of labor or materials, or both, furnished by the Undersigned to or on account of said Contractor for said improvements.

In addition, the Undersigned warrants, represents and agrees as follows:

(1) The individual executing this instrument on behalf of the Undersigned has personal knowledge of the matters herein stated and that such facts are true and correct, and has full authority to execute this Interim Waiver and Release Upon Payment for the Undersigned.

(2) The Undersigned has performed all work through the Waiver Date pursuant to the terms and conditions of its contract and in conformance with all plans and specifications for the work, and/or all materials and equipment supplied are of good quality and new unless otherwise required or permitted by the plans and specifications or purchase order documents.

(3) Any and all contractors, subcontractors, laborers, suppliers and materialmen that have provided labor, material or services to the Undersigned for use or incorporation into the construction of the improvements to the Property are listed in [Attachment 1 or 2 - will depend on whether the Property description is attached as Attachment 1] attached hereto. All sums due to contractors, subcontractors, materialmen, mechanics, laborers and suppliers for labor, materials or services used or incorporated into the improvements to the Property have been paid and satisfied in full, or will be paid and satisfied in full upon receipt of the above referenced funds, and there are no outstanding claims of any character arising out of, or related to, the Undersigned's activities on, or improvements to, the Property.

(4) This Interim Waiver and Release Upon Payment is specifically made for the benefit of the Contractor, the Owner and the Owner's lender, and any other person or entity with a legal or equitable interest in the Property, and this Interim Waiver and Release Upon Payment may be relied upon by any of the aforementioned parties.

(5) The Undersigned is executing this Interim Waiver and Release Upon Payment, as provided by law, for the express purpose of inducing and receiving payment from the Contractor for work performed through the date of this Interim Waiver and Release Upon Payment.

(6) The amount of money set forth as due and owing in the most recent Interim Waiver and Release Upon Payment dated \_\_\_\_\_, 20\_\_\_\_, has been received, and is deemed paid in full, and execution of this Interim Waiver and Release Upon Payment shall constitute the Undersigned's acknowledgment of payment in full as to each and every prior Interim Waiver and Release Upon Payment executed by the Undersigned.

WITNESS the hand and seal of the Undersigned, as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed, sealed, sworn to and subscribed before the undersigned unofficial witness and notary public:

Notary Public:

SUBCONTRACTOR/SUPPLIER  
{ToCompany.Name}

\_\_\_\_\_  
(NOTARY SIGNATURE AND SEAL)

\_\_\_\_\_  
(SIGNATURE AND SEAL)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit "C"**

**UNCONDITIONAL WAIVER AND RELEASE OF LIENS AND CLAIMS  
BY SUBCONTRACTOR OR MATERIALMAN TO GENERAL CONTRACTOR**

STATE OF GEORGIA

COUNTY OF {Projects.Region}

WHEREAS, {ToCompany.Name} (Whereinafter "Undersigned") has been employed by C.D. Moody Construction Co., Inc. (hereinafter "Contractor") to furnish {Contracts.Description} (describe materials and/or labor) under a contract, subcontract, or purchase order dated {Contracts.ContractDate} and numbered {Contracts.ContractNumber}, for or in connection with the construction of improvements known as {Projects.Name} (hereinafter "Project"), which is located in the City of {Projects.Territory}, County of {Projects.Region}, State of Georgia (hereinafter "Property" and is owned by {LegalDocInfo.Owner} (hereinafter "Owner") and more particularly described as follows:

{Projects.Address}

NOW, THEREFORE, for and in consideration of \_\_\_\_\_ (amount of final payment), the receipt and sufficiency of which is hereby acknowledged, the Undersigned, for itself, its employees, its subcontractors, sub-subcontractors, mechanics, materialmen, and laborers, does hereby:

- (a) Waiver of Lien Rights. Waive, relinquish, and release any and all liens, rights to file liens, claims of lien or preliminary notices of right to file lien on or against the foregoing described Property, and the improvements thereon.
- (b) Waiver of Bond Rights. Waive, relinquish, and release any rights it has against any labor, material, payment, performance, or lien discharge bond pertaining to the foregoing described Property and the improvements thereon.
- (c) Waiver of Claims. Waive, relinquish, and release any and all claims, causes of action, suits, damages, judgments, claims and demands of any kind, character, and description, whether known or unknown, against the Contractor, the Contractor's bonding company, and the Owner, their directors, officers, principals, general and limited partners, employees, agents, subsidiaries, parent, and related corporations, successors, and assigns, arising from, pertaining to, or arising out of the furnishing of the foregoing described materials and/or labor, the Project or the Property.
- (d) All Parties Paid. Warrant and represent that it has been paid in full all amounts owed for all materials or labor furnished pursuant to the above-referenced contract and that any and all parties who have supplied labor or materials to the Undersigned for or in connection with the making of the improvement to the Property have been paid in full all amounts owed to them as a result of the performance of such labor or the furnishing of such materials.
- (e) Authorization. Warrant and represent that it is the sole owner of the claims released herein, that it has not sold, assigned, or conveyed such claims to any other party, that the individual executing this instrument on its behalf has personal knowledge of the matters herein stated, and is authorized and fully qualified to execute this instrument as or on behalf of the Undersigned.
- (f) Scope of Release. Acknowledge and agree that this Unconditional Waive and Release of Liens and Claims is an independent covenant and shall operate and be effective with respect to all labor or services provided and materials furnished by, through, or on behalf of the Undersigned under any supplemental contract or contracts, whether oral or written, for extra or additional work, and for any further labor or services provided or materials furnished at any time with respect to the Project or the Property.

NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT YET BEEN PAID, USE A CONDITIONAL RELEASE FORM.



Given under hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Company: {ToCompany.Name}

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signed, sealed and delivered  
in the presence of:

Witness:

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Notary Public

(NOTARY SEAL)

My Commission Expires: \_\_\_\_\_

**Exhibit "D" PART 1**

**Bond No.** \_\_\_\_\_ **Premium** \_\_\_\_\_

**SUBCONTRACT PERFORMANCE BOND**

BY THIS BOND, We {ToCompany.Name} as Principal, and \_\_\_\_\_, as Surety, are bound unto C.D. MOODY CONSTRUCTION CO. INC. , as Oblige, in the penal sum of ({Contracts.OrigValue} "NumToText") DOLLARS (\${Contracts.OrigValue}), lawful money of the United States, for the payment of which sum we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

The Principal entered into a certain Subcontract agreement with the Oblige dated as of the {Contracts.ContractDate}, which is incorporated herein by reference in its entirety, for the supply of the following labor, materials, and/or services: {Contracts.Description} to a project known as {Projects.Name}, which is more fully described in the Subcontract.

THE CONDITION OF THIS BOND is that if the Principal:

1. Fully and completely performs and fulfills, at the times and in the manner prescribed in the Subcontract, all of the undertakings, covenants, terms, conditions, warranties, and guarantees contained in the Subcontract, including all modifications, amendments, changes, deletions, additions, and alterations thereto that may hereafter be made; and
2. Pays the Oblige any and all loss, damage, expense and cost, including but not limited to delay damages (whether liquidated or actual) and attorney's fees, that Oblige sustains because of any default by the Principal; then this Bond is void; otherwise this Bond remains in full force and effect.

BE IT FURTHER KNOWN:

1. Any changes in or under the Subcontract and compliance with formalities connected with the Subcontract or alterations which may be made in the terms of the Subcontract, or in the character or scope of the work to be performed under it, or any extension of time for the performance of the Subcontract, or any forbearance on the part of the Oblige or the Principal to the other, or any change of any nature whatsoever that may be made in the terms of the contract between the said Oblige and the Owner, or any shall not affect the obligation of the Principal and Surety, or either of them, their heirs, personal representatives, successors or assigns under this Bond, notice to the Surety of any such changes, alterations, extensions or forbearance being hereby waived.
2. In addition to the obligations contained in the Subcontract, whenever the Principal shall be, and declared by the Oblige to be, in default under the Subcontract, the Surety shall, upon receipt of written notice of the Principal's default, promptly and without delay remedy the default by completing the Subcontract in accordance with its terms and conditions.

IN WITNESS WHEREOF, the said Principal and Surety have hereunto set their hands and seals, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST: \_\_\_\_\_

(Print Principal)

(Seal)

WITNESS: \_\_\_\_\_

(Print Surety)

(Seal)

By \_\_\_\_\_

(Print Name and Title)

By: \_\_\_\_\_

(Print Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

**Exhibit "D" PART 2**

**Bond No. \_\_\_\_\_ Premium \_\_\_\_\_**

**SUBCONTRACT PAYMENT BOND**

BY THIS BOND, We {ToCompany.Name} as Principal, and \_\_\_\_\_, as Surety, are bound unto C.D. MOODY CONSTRUCTION CO. INC. , as Oblige, in the penal sum of ({Contracts.OrigValue} "NumToText") DOLLARS (\${Contracts.OrigValue}), lawful money of the United States, for the payment of which sum we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

The Principal entered into a certain Subcontract agreement with the Oblige dated as of the {Contracts.ContractDate}, which is incorporated herein by reference in its entirety, for the supply of the following labor, materials, and/or services: {Contracts.Description} to a project known as {Projects.Name}, which is more fully described in the Subcontract.

THE CONDITION OF THIS BOND is that if the Principal:

1. Promptly makes payment to all persons, corporations or other entities supplying labor, materials, supplies or services used directly or indirectly by the Principal in the prosecution of the work provided for in the Subcontract between the Principal and the Oblige, and
2. Pays the Oblige all loss, liability, costs, damages, penalties, or expenses, including but not limited to attorney's fees, incurred in by the Oblige because of any default by the Principal under the terms of this Bond; then this Bond is void; otherwise it remains in full force and effect.

BE IT FURTHER KNOWN:

1. Any changes in or under the Subcontract and compliance with formalities connected with the Subcontract or alterations which may be made in the terms of the Subcontract, or in the character or scope of the work to be performed under it, or any extension of time for the performance of the Subcontract, or any forbearance on the part of the Oblige or the Principal to the other, or any change of any nature whatsoever that may be made in the terms of the contract between the said Oblige and the Owner, or any shall not affect the obligation of the Principal and Surety, or either of them, their heirs, personal representatives, successors or assigns under this Bond, notice to the Surety of any such changes, alterations, extensions or forbearance being hereby waived.
2. Subject to the priority of the named Oblige with respect to recovery up to the penal sum of this bond, persons who have supplied or furnished labor, material, machinery, equipment or supplies to the Principal for use in the prosecution of the work provided for in the Subcontract shall have a direct right of action against the Principal and Surety under this bond.
3. No legal action shall be instituted against the Principal or Surety on this Bond after one (1) year from the performance of labor or the completion of delivery of material or supplies to the project.

IN WITNESS WHEREOF, the said Principal and Surety have hereunto set their hands and seals, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST: \_\_\_\_\_  
( Print Principal) (Seal)

WITNESS: \_\_\_\_\_  
( Print Surety) (Seal)

By: \_\_\_\_\_  
(Print Name and Title)

By: \_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

## Exhibit "E"

### COMPANY SAFETY STANDARDS, PROJECT SAFETY RULES AND SPECIAL NEEDS

#### SAFETY STANDARDS:

While compliance with OSHA and other governmental safety regulations is a must, C.D. Moody Construction Co., Inc. recognizes that standards must also be set for good work practice and its resulting injury and loss prevention. Therefore, the following minimum work standards will be performed on each site in addition to adherence to all governmental regulations (OSHA, etc.).

· **Fall Protection:** Once a project is identified and the project manager and superintendent are in place the project manager, superintendent and safety director should immediately develop a plan for adequately addressing all fall from elevation exposures that may be encountered. This plan should identify all expected exposures and define the protective systems and measures that will be used to control these exposures and prevent them from becoming accidents, injuries and costs. The plan should also outline how C. D. Moody Construction Co., Inc. employees will be trained in the requirements of the plan (see Tab N in Section 7 of this program). It should also address how subcontractor planning, implementation and training of their employees will be documented.

· **Crane Use:** Once a crane is on site and in operation the operator becomes the absolute final authority regarding the safety of any lifting operation or rigging equipment use. Therefore, it is imperative that the superintendent field test the operator to determine his/her skill level and physical fitness for operating the machine. The superintendent should also verify the knowledge and skill of the designated flaggers for the crane. Anyone who does not display proper knowledge and use of standard ANSI hand signals should not be allowed to flag the crane. Documentation of up-to-date annual certifications and regular inspections of the crane should be secured and maintained. Questions regarding the fitness of the operator or flagger should be resolved before operations are allowed to begin or continue, including re-inspection or re-certification of the equipment or removal of the unsatisfactory personnel. Should any accident involving a crane occur, all operations of the crane must cease until a thorough investigation is completed and resumption of operations is approved by the safety director. All tower cranes will be inspected by an independent inspection source when turned over to C. D. Moody Construction Co., Inc. by the provider. Deficiencies must be corrected by the provider immediately.

· **Personal Protective Equipment:** C. D. Moody Construction Co., Inc. projects are hard hat and safety glass projects at all times. Anyone who is caught on the project in work areas without this equipment will be removed from the site immediately and not allowed to return until this equipment is secure and being properly worn and used.

· **Work Attire:** Proper dress for working on C. D. Moody Construction Co., Inc. projects shall consist of full length pants (to the ankle), shirts that extend to the belt and has at least 4" sleeves and hard sole, leather work boots. Clothing that is unusually torn or frayed will not be allowed.

· **Emergency Action and Crisis Management Planning:** A site specific Emergency Action and Crisis Management Plan (see Tab O in Section 7 of this program) will be developed at the beginning (mobilization) of each project. This plan will be put into action and followed in the event of a severe accident or other crisis situation. Every person who reports to work at the site (C. D. Moody Construction Co., Inc. and all subcontractors and vendors) will be properly trained in all aspects of the plan and the training will be documented.

#### PROJECT SAFETY RULES:

The following rules will apply at all times on all C. D. Moody Construction Co., Inc. projects and to all personnel.

1. Hard hats and safety glasses will be worn by everyone at all times on the project. This is a hard hat and safety glass project from start to finish. Proper dress, consisting of full length pants (to the ankle), shirt that extends to the belt and has at least 4" sleeves and hard sole, leather work boots, is required at all times.

2. Anytime fall arrest equipment is required, the system shall consist of full body harness, shock absorbing lanyard and locking snap hook. The system will be anchored to a support capable of withstanding a 5,000 lb. load per worker attached.

3. All subcontractors must submit to C. D. Moody Construction Co., Inc. their Hazard Communication Program including their chemical inventory and corresponding MSDS sheets.

4. All accidents must be reported to the C. D. Moody Construction Co., Inc. site office as soon as medical care (when necessary) has been secured.

5. No site personnel will discuss with or provide documents to the press or any external agency regarding any site related situation without permission from C. D. Moody Construction Co., Inc..

6. All necessary phone numbers will be posted in the C. D. Moody Construction Co., Inc. site office at each phone along with the site's Emergency Action Plan.

7. Any contractor (including all levels of subcontractors) doing any excavation work on the site must have a trained competent person on site at all times while excavations are open.
8. All contractors must either conduct weekly tool box safety meetings and submit safety meeting minutes to the C. D. Moody Construction Co., Inc. staff or have all their employees attend the C. D. Moody Construction Co., Inc. meetings (details for which method is to be used must be worked out with the C. D. Moody Construction Co., Inc. site superintendent).
9. There will be no riding of crane hooks, headache balls, steel beams being hoisted, or any other similar activity. Also, there will be no climbing, sliding or any type travel on vertical steel members (columns). Where travel is necessary between levels it will be accomplished by use of lifts, ladders, scaffold, stairways or other acceptable means.
10. The subcontractor acknowledges that construction is an extremely hazardous business and that he and his employees are vitally interested in job safety. The subcontractor assumes full responsibility for his work being performed in a careful and safe manner in complete compliance with the rules and regulations established by OSHA.
11. The subcontractor acknowledges that he will also abide by the C. D. Moody Construction Co., Inc. safety program, a copy of which is located on all job sites.
12. No AM/FM radios, tape or CD players are permitted on any C. D. Moody Construction Co., Inc. project.
13. Once taping and finishing of sheetrock or plaster work begins, subcontractors shall remove from the building all flammable debris on a daily basis.
14. Any citations with penalties from OSHA against C. D. Moody Construction Co., Inc. caused entirely by subcontractor activity will be back charged to the subcontractor.

**SUBCONTRACTOR POLICY:** In order to insure that our subcontractors understand the importance of safety on our projects and adhere to good safety practice the following activities will be utilized on a routine basis:

1. A hand-off meeting between estimating and project management and supervision will take place before each new project. A part of this meeting will consist of a discussion of particular safety needs for that project and how they will be taken care of through the budget and schedule requirements. The safety director will be brought into these meetings to lend guidance to insure that all necessary safety concerns are addressed.
2. A pre-construction meeting will take place with each individual subcontractor that is identified to have potentially serious ramifications regarding safe operations on the project. The meeting will include project management, supervision, safety and the subcontractor involved with the particular work in question.
3. At the end of each project the subcontractors utilized will be evaluated by project management, supervision and safety. Results will be shared with all other company personnel so that wise decisions can be made regarding continued use of the subcontractor on C. D. Moody Construction Co., Inc. projects.
4. Daily task meetings will be used by both C. D. Moody Construction Co., Inc. and subcontract crews to help insure that all operations with serious safety issues and potential hazards will be performed in a safe manner.

## **BASIC CONTRACTOR FALL PROTECTION PLAN**

Name of Company:

FALL PROTECTION PLAN FOR (name and location of project)  
{ Projects.Name }  
{ Projects.Address }

Description for scope of work:

Recognized exposures for this project where our employees are required to work six feet or more above lower surfaces:

Fall Protection controls to be implemented and/or provided to protect our workers from the recognized exposures and controls to protect other trades that may be affected by our scope of work (be sure to match controls to hazard exposures).

Training:

Disciplinary Procedures:

Responsible supervisor for this project will be:  
Plan prepared by:  
Date Prepared:



## EMERGENCY ACTION PLAN and CRISIS MANAGEMENT PLAN

**PROJECT NAME:** {Projects.Name}  
**PROJECT LOCATION:** {Projects.Address}

### POLICY/PURPOSE

It is the intent of this plan to give direction to all persons involved on this site should an emergency occur. The types of emergencies that might occur on a construction site are:

- \* Fires and explosions
- \* Bomb threat
- \* Chemical spills
- \* Natural disasters
- \* Toxic fume or dust release
- \* Equipment or structure failure.

Should an emergency occur it will be the responsibility of CDM's superintendent to activate and administer this emergency action plan. At the first signs of a potentially dangerous situation please report the conditions to CDM's superintendent and follow all instructions given by him/her.

If we can avoid panic and follow all emergency procedures we have a much better opportunity to avoid a catastrophic situation. However, the best way to prevent emergencies from occurring is to follow all safety procedures and precautions.

### ALARM/ALERT SYSTEM

In the event of an emergency on site all personnel will be notified via the following methods:

Three (3) Long Horn Blasts

It will then be the crew foreman's responsibility to evacuate his/her crew to a safe area.

### EVACUATION PROCEDURES

Should the emergency require the evacuation of all personnel from the site all foremen will remove their crews to A.D. Williams Park adjacent to the southeast corner of the project and take a head count to verify the safe removal of all personnel. The results of the head count will be reported to CDM's superintendent.

CDM's superintendent will be responsible for gate closures and directing emergency personnel.

For emergency evacuation of parties directly affected by the crisis (injured workers, trapped workers, etc.) the following methods will be used on this project:

Wait for Local EMS unless otherwise directed

### RESCUE/MEDICAL DUTIES

All rescue operations will be performed by professionally trained personnel. These personnel will be provided by the city/county EMS unless otherwise stated. No worker on site is to attempt a rescue with the exception of removing someone from an immediately life threatening situation. Otherwise, make the affected persons as comfortable as possible, comfort and reassure them and call for the proper assistance.

Emergency medical and first aid services will be rendered by either the local EMS or a private service. If a private service is utilized their contact information is as follows:

Name of service: N/A  
Address:  
Phone Number:

However, there may be instances where emergency first aid or CPR must be started before others can be reached. Those trained to render these services on this site are:

CDM's superintendent, {Projects.Superintendent} and project manager; {Projects.ProjectManager}.

All fire and police matters will be reported via the 911 reporting service unless otherwise specified.

Fire extinguishers are located in the following places on site:

- Two (2) on each floor of the building and marked
- One (1) located inside the CDM Construction Trailer

First aid supplies are located at:

Located inside the CDM Construction Trailer

### **EMERGENCY OPERATIONS**

Should any critical equipment or utility operations be required during an emergency they will be handled as follows:

As directed by Local EMS

Persons required to perform these operations will be evacuated and accounted for via the following methods:

As directed by Local EMS

### **ADDITIONAL CONTACTS**

Should any additional personnel be needed or required to be contacted per company policy or procedure please refer to the proper section of the company's Crisis Management Manual. All entry gates to the site must be closed, locked and guarded by {Projects.CompanyName} personnel as soon as the emergency is reported. No one except company personnel, emergency personnel, or others permitted by {Projects.CompanyName} management will be allowed in or out until the crisis is over. If the news media show up at the site they are to be kept at the following location and statements will be given them per the company Crisis Management Program (See CDM personnel for details). DO NOT let any media on site or wander around unattended!

### **TRAINING**

All site personnel will be trained in all aspects of this plan by CDM's superintendent at the following times: 1) upon initial completion of the site specific elements of the plan or when first coming on site to work; 2) whenever the plan specifics are changed; and, 3) when they are assigned specific emergency duties such as gate closures, utility or equipment shut down, etc. All training must be documented!

This plan will be maintained in the office of CDM's superintendent on the site at all times and may be reviewed by any involved party upon proper request.

### **EMERGENCY NUMBERS**

PROJECT NAME: {Projects.Name}

ADDRESS: {Projects.Address}

PHONE NUMBER: {Projects.JobTel}

JOBSITE DIRECTIONS:

FIRE: 911

\*\*\*Ensure someone will escort personnel to the scene\*\*\*

POLICE: 911

RESCUE: 911

HOSPITAL / ER: 911

POISON INFORMATION: Georgia Poison Control Center (404) 616-9000

LOCAL OR STATE ONE CALL: 911

HAZARDOUS CHEM. SPILL: 911

JOBSITE AFTER HOURS EMERGENCY CONTACT:

CDM's superintendent: {Projects.Superintendent}

## **Exhibit "F"**

### **C.D. Moody Construction Co., Inc. SUBSTANCE ABUSE POLICY**

#### **1.0 STATEMENT OF PURPOSE**

C. D. Moody Construction Co., Inc. has adopted the following substance abuse policy for the following purposes:

- to establish and maintain a safe, healthy working environment for all employees;
- to reduce the number of accidental injuries to person or property;
- to reduce absenteeism and tardiness and improve productivity;
- to preserve the reputation of the company and its employees within the community and industry at large; and
- to provide rehabilitation assistance for any employee who seeks such help.

The Company regrets any inconvenience or problems that this policy may cause but believes that the overall benefit to the Company and its employees makes the policy both necessary and helpful. Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves, to other employees, and to a productive work environment. This is especially applicable to the construction industry. This Policy is intended to be consistent with the Drug-Free Workplace Act of 1988.

#### **2.0 SUBCONTRACTOR COMPLIANCE**

The Company will select with reasonable care a reliable approved laboratory to perform drug testing as included in the Policy, and subcontractors will be responsible for the cost of testing all of its personnel performing work under all Company subcontracts. All subcontractors must have in place a substance abuse policy in compliance with state, local and federal laws and must also submit a letter to the Company verifying that each employee working on the C. D. Moody Construction Co., Inc. project has been drug/alcohol screened. This letter must be provided to and approved by a C. D. Moody Construction Co., Inc. authorized agent. Any employees of C. D. Moody Construction Co., Inc. or a subcontractor who have not been tested within the 30 days prior to their start date on the project must be retested.

#### **3.0 DEFINITIONS**

The following definitions apply to this policy:

"Alcoholic beverages" include any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume. Drugs refer to substances other than alcohol capable of altering an individual's mood, perception, pain level, or judgment.

"Company property" or "Company premises" are used in their broadest sense and include all property, facilities, land, offices, living quarters, buildings, structures, fixtures, installations, trailers, equipment, automobiles, trucks, all other vehicles, and parking areas whether owned, leased, used or under the control of the Company. All personal vehicles while being used for Company business are specifically included in this Policy. This may also include other work locations including the jobsite of the customer, or to and from those locations while in the course and scope of Company employment.

"Detectable levels" or "identifiable trace quantities," for purposes of this Policy, is the presence of an illegal or prohibited drug or substance found in the body fluids at levels of detection above the lowest cut-off level as established by the analytical methods used by the testing laboratory.

"Illegal drugs," for purposes of this Policy, includes drugs which are not legally obtainable and drugs that are legally obtainable, but have been obtained illegally.

"Medical Review Officer" is a licensed physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his or her medical history and any other relevant biomedical information. The MRO then advises management if the test is a verified confirmed positive test.

"Prescription drugs" are substances prescribed for individual consumption by a licensed medical practitioner.

"Reasonable suspicion," for purposes of this Policy, is a belief based on objective facts sufficient to lead a prudent supervisor to suspect that the employee, or other person, is using a prohibited drug, alcohol or substance.

"Under the Influence," is the presence of an illegal or prohibited drug, alcohol or substance found in the body fluids at levels of detection above the lowest cut-off level as established by the analytical methods used by the testing laboratory. Also, it means that the employee or other individual is affected by a drug, alcohol or prohibited substance, either singularly or in combination, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance.

#### 4.0 SUBSTANCE ABUSE RULES

The following rules represent the company's policy concerning substance abuse. This policy takes effect immediately and will be enforced uniformly.

- All employees are prohibited from being under the influence of alcohol or illegal drugs on Company premises or during Company business working hours.
- The use, sale, possession, transfer, or purchase of illegal drugs or controlled substances on Company property or while performing Company business is strictly prohibited. The Company will report any such activities to appropriate law enforcement officials.
- Employees cannot bring or consume alcoholic beverages on Company premises except in connection with Company-authorized events.
- Only the person for whom a prescription drug is issued can bring that medication on Company premises. Employees must use prescription drugs only in the manner, combination, and quantity prescribed.
- Possession of firearms, lethal weapons, ammunition, and explosives is prohibited.
- Equipment, paraphernalia and literature pertaining to or promoting illegal drug or substance abuse is prohibited.
- The Company, at all times, reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and, if appropriate, may restrict the employee's work activity.
- Use of alcohol off Company premises that adversely affects the individual's work performance, his own or others safety at work, or the Company's regard or reputation in the community, is prohibited.
- Switching or altering any urine sample submitted for testing is prohibited.
- Refusal to sign the Substance Abuse Policy Acknowledgment and Consent form is cause for immediate termination of employment for an employee or immediate voluntary withdrawal of any employment application by an applicant.

#### 4.1 ARREST OR CONVICTION UNDER CRIMINAL DRUG STATUTES

Employees must notify their immediate supervisor of any criminal drug statute conviction, including a plea of guilty or no contest, no later than five (5) days after such conviction. Supervisor shall notify the Company's Director of Human Resources immediately. All employees who are convicted of a violation of any criminal drug statute, including a plea of guilty or no contest, for an occurrence on or off Company premises or job location(s), are subject to being discharged from employment.

#### 5.0 POLICY ENFORCEMENT

Because of the importance of this Policy, the Company reserves the right, at all times, and employees accept as a condition of employment, that while on premises and property described above and circumstances warrant, to have Company supervisors and/or authorized search and inspection specialists, including scent-trained dogs, conduct searches and

inspections of employees, or other persons, and their personal property and effects, to include, but not limited to, living quarters, lockers, baggage, offices, desks, tool boxes, clothing, and vehicles, for the purpose of determining if such employees or other persons are using, possessing, selling, manufacturing, distributing, concealing or transporting any of the prohibited items and substances contained in this Policy.

## 5.1 SEARCHES AND INSPECTIONS

The Company has the right to conduct an on-the-spot search and inspection of employees, or others, and their personal property and effects, as described above, if the employee's supervisor has a reasonable suspicion that employees, or others, are in violation of any part of this policy. All searches and inspections conducted by outside authorized specialists will be in the presence of a Company representative. Searches will be performed with concern for the privacy of each employee or other individual. Refusing to submit to a search when requested by management or an authorized representative of the Company, such as a security guard, will be considered cause for termination of employment.

Searches and testing, as defined herein, may require employees and others present on Company property to submit to a urine drug test and/or blood test (blood test upon admission to hospital only) and/or breath alcohol test. These tests may be utilized under the following circumstances:

1. Following any on-the-job injury that requires treatment at a medical facility, or following a serious or potentially serious accident or near-miss incident involving damage to Company property including, but not limited to vehicles and other equipment. All persons involved and within the immediate vicinity of the incident will have their urine and/or blood tested along with having a Breathalyzer test for alcohol.
2. When an employee's supervisor has a reasonable suspicion that an employee, or other person on Company property, is intoxicated, using or under the influence of prohibited drugs and substances.
3. Whenever the Company suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated this Policy.
4. As part of an overall Search and Inspection of an employee's or other person's work area or location of employment.
5. When an employee or person is found in possession of suspected illicit or unauthorized drugs and/or alcohol or when any of these items are found in an area controlled or used exclusively by designated employees.
6. When searches and inspections by Company supervisors and specialists are conducted from time to time without prior announcement. Any illegal items prohibited by this Policy will be confiscated by the Company and turned over to law enforcement officials.

## 5.2 DRUG AND ALCOHOL TESTING

Testing will consist of a urine ten-panel drug screen for prescription and illegal substances. A Breathalyzer test for alcohol will be required for post-accident or near-miss incidents. Certification for drug and alcohol testing is required on all labs used. All applicants and employees are required to sign a "Substance Abuse Policy Acknowledgment and Consent" form as a condition for consideration for employment and of continued employment. All drug and alcohol testing will be performed in conformance with applicable state law. Where required by state law, an addendum to this policy covering testing procedures will be issued. Drug and alcohol testing will occur in the following circumstances:

- If a medical evaluation gives reasonable suspicion that an employee is impaired by drugs or alcohol;
- In pre-employment physical examinations of persons to whom a conditional offer of employment has been made;
- All C. D. Moody Construction Co., Inc. employees who routinely operate Company equipment or vehicles will be tested at least annually;
- All C. D. Moody Construction Co., Inc. employees involved in an accident or near-miss incident will be tested;  
or
- Whenever needed, during and following drug or alcohol treatment to assure compliance with the treatment plan.

Drug and alcohol testing also may take place in these circumstances:

- For certain job groups, departments, or locations where the work subjects employees or others to significant safety risks;
- For certain job groups, departments, or locations where Company assets may be subject to unusual and significant risks; or
- When an employee is found to possess alcohol or illegal drugs on Company property in violation of this policy.

The Medical Review Officer is responsible for receiving laboratory results generated by the substance abuse testing laboratory. All positive tests are to be confirmed by the Medical Review Officer in accordance with laboratory testing certification requirements.

### 5.3 CHALLENGES TO TESTING

Employees who wish to contest the results of a drug screen must do so within three (3) business days of being notified of the results. For specimens that test positive, the applicant/employee will be allowed to have a portion of the same sample retested at the same lab or a lab of the applicant/employee's own choosing. The selected lab must meet the applicable regulations with which the Company must comply and with this Policy. The applicant/employee shall bear the expense of the retest.

### 6.0 PENALTIES FOR VIOLATING THIS POLICY

Any person found using, possessing, selling, manufacturing, distributing, concealing or transporting any of the items or substances prohibited by this Policy, or who refuses to submit to a search, urine and/or blood analysis, or other detection procedure pursuant to this Policy, shall be removed from Company property and be subject to discharge from employment.

Any person who, as a result of drug testing, is found to have detectable levels of a prohibited drug or substance in his/her system, regardless of when or where the drug or substance entered that person's system without a satisfactory explanation, will be considered in violation of the Policy, will be removed from Company property, and will be discharged from employment.

All subcontractor and supplier personnel and other third parties on Company premises will be subject to this Policy.

Any individual violating this Policy or who refuses to take a urine, breath alcohol, and/or blood drug test or to be searched will be subject to removal from the premises and may be permanently barred from the jobsite. Violation of this Policy by subcontractor or supplier employees may also cause a termination for default of the contract between the Company and such subcontractor or supplier and may result in the subcontractor or supplier losing the right to do business with the Company.

Any person, who is found in violation of any portion of this Policy in a manner not covered in the preceding paragraphs, without an explanation satisfactory to the Company, will be removed from Company property and will be discharged from employment.

Any person who, as a result of violation of the Company Policy, is removed from Company property, shall not be eligible for rehire or put back to work on Company property unless the employee meets the requirements of the rehire section as listed below.

### 6.1 REHIRE

If an employee is laid off for economic reasons, lack of work, non-medical leave of absence, or is transferred from one project to another for less than 30 days, the employee must submit to a urine or blood drug test. The employee may continue to work until the results are received. A positive test result will result in the employee's termination of employment. Employees who are laid off for economic reasons, lack of work, non-medical leave of absence or transferred from one project to another for more than 30 days must submit to a urine or blood drug test. Such employees may NOT work until negative test results are received. The Company will not hire any applicant or transferred employee who fails to pass the drug test.

Any Company employee who has been terminated for violation of this Policy will be barred from reapplying for employment for twelve (12) months. However, such employee may reapply for employment after 90 days if he/she can

provide proof of rehabilitation from a doctor or rehabilitation facility. Reinstatement is subject to the approval of the Chief Operating Officer of the Company.

For reinstatement to be granted, the individual must consent to personal unannounced testing to be administered by the Company at its discretion for a period of 60 months. Such tests will be conducted at the Company's expense. After reinstatement, an employee who receives a positive test result will be immediately terminated from employment and will not be eligible for rehire.

Any applicant whose conditional offer of employment is withdrawn due to a confirmed positive test will not be eligible for employment with the Company for twelve (12) months following the communication of the confirmed positive test results.

#### 7.0 ASSISTANCE IN OVERCOMING ALCOHOL OR DRUG USE

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation, economic return to the Company, and reduced personal, family and social disruption. Whenever reasonably feasible, the Company will assist employees in overcoming drug or alcohol abuse by providing a list to the employee of the appropriate treatment and counseling services located in his/her area. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is the individual employee's responsibility.

Financial assistance will be limited to the benefits payable under the Company's group health insurance plan.

#### 8.0 RECORDS

The Company shall maintain, as confidential records, separate from other personnel records of employees and applicants, all drug and alcohol test results and related information including, but not limited to interviews, reports, statements and memoranda.

#### 9.0 CHANGES OR MODIFICATIONS

The Company reserves the right to change the provisions of the policies and testing program at any time upon 30 days' written notice. The Company shall review, revise and update this policy as needed. The failure of the Company to exercise any function in any particular way shall not be considered a waiver of the Company's right to exercise such function or preclude the Company from exercising prerogative in some other way.

#### 10.0 STATE MODIFICATIONS

In certain circumstances, the Company will adopt addendums to this Policy for application in a specific state. Should a conflict arise between any of the terms in this Policy and the Addendum, the terms of the Addendum shall control.



**Exhibit G - Subcontractor**

**SUBCONTRACTORS MINIMUM INSURANCE REQUIREMENTS**

GENERAL CONTRACTOR: C.D. Moody Construction Co., Inc.

PROJECT: {Projects.Name}

PROJECT OWNER: {LegalDocInfo.Owner}

**COMMERCIAL GENERAL LIABILITY (OCCURRENCE BASIS)**

General Aggregate Limit	\$2,000,000
Products & Completed Operations Aggregate Limit (To Be Carried for One Year After Completion of Project)	\$2,000,000
Personal Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises (each occurrence)	\$50,000
Medical Expense (Any one person)	\$5,000

C. D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} (Project Owner) are to be included as Additional Insured (Form CG2010 or Equivalent) and such insurance shall be primary and non-contributory.

Waiver of Subrogation in favor of C. D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} (Project Owner) must be added.

**BUSINESS AUTO LIABILITY**

Combined Single Limit for Bodily Injury & Property Damage (Above to Include Owned, Hired and Non-Owned Auto)	\$1,000,000
---	-------------

C. D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} (Project Owner) are to be included as Additional Insured (Form CG2010 or Equivalent) and such insurance shall be primary and non-contributory.

Waiver of Subrogation in favor of C. D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} (Project Owner) must be added.

**WORKERS COMPENSATION/EMPLOYERS LIABILITY**

Each Accident	\$ 100,000
Disease Limit-Policy	\$ 500,000
Disease Limit-Each Employee	\$ 100,000

Waiver of Subrogation in favor of C.D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} (Project Owner) must be added.

**UMBRELLA LIABILITY**

Combined Single Limit (Over/above General, Auto and Employers Liability Limits)	\$ 1,000,000
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C. D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} (Project Owner) are to be included as Additional Insured (Form CG2010 or Equivalent) and such insurance shall be primary and non-contributory.

Waiver of Subrogation in favor of C. D. Moody Construction Co., Inc. and {LegalDocInfo.Owner} (Project Owner) must be added.

# Exhibit "G" Sample Certificate of Insurance

<b>CERTIFICATE OF INSURANCE</b>						Date (MM/DD/YY)	
<b>Producer</b>			This certificate of insurance is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.				
			<b>Companies Affording Coverage</b>				
			<b>Company A</b>				
			<b>Company B</b>				
<b>Insured</b>  {ToCompany.Name} {ToContact.DisplayAddress}			<b>Company C</b>				
			<b>Company D</b>				
<b>COVERAGES</b>							
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.							
CO LTR	Type of Insurance	Policy Number	Policy Effective Date (mm/dd/yy)	Policy Expiration Date (mm/dd/yy)	Limits		
	<b>General Liability</b> 1, 2,3				General Aggregate	\$ 2,000,000 *	
	<input checked="" type="checkbox"/> Commercial General Liability				Products-Comp/Op Agg	\$ 2,000,000	
	<input type="checkbox"/> Claims Made <input checked="" type="checkbox"/> Occur.				Personal & Adv Injury	\$ 1,000,000	
	<input type="checkbox"/> Owners & Contract's Prot				Each Occurrence	\$ 1,000,000	
	<input type="checkbox"/> Gen'l Aggregate Limit Applies Per				Damage to Rented Premises (Ea Occurrence)	\$ 50,000	
	<input checked="" type="checkbox"/> Project				Fire Damage (Any one)	\$ 100,000	
					Med Exp (One person)	\$ 5,000	
					Combined Single Limit	\$ 1,000,000	
	<b>Automobile Liability</b> 1, 2,3				Bodily Injury (Per Person)		
	<input checked="" type="checkbox"/> Any Auto				Bodily Injury (Per Accident)		
	<input type="checkbox"/> All Owned Autos				Property Damage		
	<input checked="" type="checkbox"/> Scheduled Autos						
	<input checked="" type="checkbox"/> Hired Autos						
	<b>Garage Liability</b>				Auto Only - Ea Accident		
	<input type="checkbox"/> Any Auto				Other than Auto Only		
					Each Accident		
					Aggregate		
	<b>Excess/Umbrella Liability</b> 1,2,3				Each Occurrence	\$ 1,000,000	
	<input checked="" type="checkbox"/> Occur				Aggregate	\$ 1,000,000	
	<input type="checkbox"/> Deductible						
	<input checked="" type="checkbox"/> Retention \$10,000						
	<b>Workers Compensation</b> 1,2,3				<input checked="" type="checkbox"/> Statutory Limits		
	<b>Employer's Liability</b>				Each Accident	\$ 100,000	
	The Proprietor/Partners/ <input checked="" type="checkbox"/> Incl.				Disease - Policy Limit	\$ 500,000	
	Executive Officers are: <input type="checkbox"/> Excl.				Disease - Each Employee	\$ 100,000	
	<b>Other</b>						
Designated Project # {Projects.Number} * Applies per Project							
1) All policies to waive its Right of Subrogation against C. D. Moody Construction and {LegalDocInfo.Owner}.							
2) Policy is endorsed to name C. D. Moody Construction and {LegalDocInfo.Owner} as Additional Insured for operations performed under subcontract Including completed operations for no less than warranty period.							
3) Subcontractor's Insurance to be primary as respects other valid existing insurance.							
<b>Certificate Holder</b>			<b>Cancellation</b>				
<b>C. D. Moody Construction Co., Inc.</b>			Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.				
6017 Redan Road							
Lithonia, GA 30058							
			Authorized Representative				

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
OR
Employer identification number

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

## **Bid Phase #1**

### **Division 32 – Exterior Improvements (Rigid Paving)**

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#### **Specifications Sections included in work category**

<u>Section</u>	<u>Description</u>
01 23 00-01 91 00	General Requirements
32 13 00	Rigid Paving

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#### **General Requirements**

1. Subcontractor shall provide all submittals, engineering, shop drawings, schedules, samples, mock-ups, and erection drawings required by the contract documents, and other reasonable submittal requests by the CDM for coordination purposes.
2. Subcontractor shall coordinate its work with CDM, other subcontractors, and Owners forces. Coordination shall include review of all fabrication and shop drawings, all product data, and other contract documents referring to items requiring integration and compatibility with the Work required of Subcontractor. Subcontractor shall advise CDM of any potential conflicts between its work and work being provided and/or performed by others. Subcontractor shall be responsible for damages, including removing and replacing its Work and time lost, incurred by its failure to coordinate with all fabrication and shop drawings, all product data, and other contract documents provided, onsite or otherwise, for coordination.
3. Prior to the construction of the permanent building perimeter wall, CDM will coordinate the installation of temporary perimeter safety railings as required. Subcontractor shall coordinate and sequence the access of materials and all other operations involving the temporary removal and replacement of these safety railings with CDM and shall exercise due care to protect all safety railings and shall carry out all work in a manner to minimize the number of openings in safety railings.
4. Subcontractor shall be responsible for all delivery costs of their respective materials/equipment. Subcontractor will be responsible for scheduling and unloading of material/equipment deliveries with CDM and other affected trades. Protection of material/equipment during delivery is the responsibility of the subcontractor.
5. Subcontractor shall provide all hoisting, scaffolding, hoist operators, and personnel and hoisting accessories, including barricades and/or trained flagmen in the vicinity of hoisting operations and on the ground below hoisting operations.
6. CDM shall furnish benchmarks and base control lines at each level of the building for use by all subcontractors. All other layout, field engineering, and field measurements required for the execution of this subcontract will be the responsibility of Subcontractor.
7. CDM will coordinate basic security/construction fencing around the jobsite to be maintained during construction. Should the Subcontractor deem it necessary to remove any portion of this construction fence for the execution of his work, it will be his responsibility to replace the fencing to its original state and to protect the area during the period he has the portion removed. In addition, he shall be responsible for repairing or replacing any portion of the fence damaged by his work forces.

8. Subcontractor includes all come-back/remobilization operations relating to this subcontract that is normal and to be expected.
9. Subcontractor shall provide labor, material, and coordination of all block outs, sleeves, or embedded items to be placed within the structure to allow for the completion of this scope of work. Subcontractor is to remain in close contact with the CDM regarding project schedule to ensure that all necessary items are included to eliminate the need for any cutting and patching.
10. Subcontractor shall provide fire sealant, or sealing at all penetrations as required.
11. Subcontractor to comply with all governing local, state, and federal ordinances, zoning requirements, standards, and codes.
12. Subcontractor shall provide all required testing, re-testing, certification, licenses, fees, permits, and agency approvals involving this scope of work. CDM to provide General Building Permit only.
13. Subcontractor shall provide all administration services, documentation and materials to establish project LEED certification (relative to subcontractor's scope of work) as outlined by Contract Documents.
14. Subcontractor shall coordinate mechanical, electrical, plumbing, structural, and architectural requirements to be used in conjunction with this scope of work.
15. Subcontractor shall provide Payment and Performance Bond if contract value is greater than fifty thousand dollars (\$50,000.00).
16. Subcontractor shall direct his crews to work Saturdays to compensate for any normal workdays lost due to inclement weather, holidays, or other circumstances.
17. All work must be performed in strict accordance to all OSHA rules and regulations; and specifically including fall protection and personal safety equipment.
18. Subcontractor is responsible for purchasing and adhering to all Contract/Bidding Documents listed in the Instructions to Bidders for the entire project duration.
19. Storage of materials, tools, equipment, and field offices will be subject to CDM's coordination and approval. Subcontractor may be required, at its expense, to relocate.
20. Subcontractor will be responsible for postage and courier charges incurred by the CDM for returning information to the Subcontractor for the Subcontractor's benefit of maintaining the schedule.
21. Subcontractor warrants and represents that it has fully educated itself on the recent material price escalations and quantity shortages in the steel, aluminum, copper and other metal material industries. Subcontractor is aware how the material price escalations and delivery time period's effect the commitments made to CDM in this Subcontract agreement. Subcontractor is experienced and fully qualified to perform the obligations of this Subcontract, that it has fully investigated, is fully familiar with and has taken into account material costs and availability, shipping and other related charges, and all other aspects of the raw material and fabricated material markets relating to the obligations of this Subcontract, and that it can perform the obligations of this Subcontract for the price and within the time set forth therein. Subcontractor further agrees not to seek a cost or time increase on the basis of the factors set forth above."

22. Subcontractor includes minor adjustments to typical conditions, connections, transitions, etc. that are normal and to be expected.
23. Commencement of the work or any portion of by the Subcontractor shall constitute acceptance of the condition for the installation of the work.
24. Subcontractor is responsible for insuring all requirements associated with Subcontractor's work for inspections are met prior to scheduled inspections. Subcontractor shall be responsible for any cost and/or delays caused by work or material not being in place at time of inspections.
25. Subcontractor is responsible for adequately covering/protecting block-outs and openings required by Subcontractors scope of work.
26. Subcontractor shall coordinate all rough-in locations with other trades. Any cutting and patching required will be included by the subcontractor. Cutting and patching will be performed in a professional manner that is acceptable to CDM.
27. Shop drawing re-submittals shall be made within one week of notification of rejection or as requested by CDM.
28. Subcontractor shall provide material procurement schedule, critical path method schedule and updated as-built drawings with the Subcontractor's application for payment.
29. Subcontractor shall furnish all close out documents with or prior to 80% completion billing.
30. Subcontractor is responsible for locating all existing permanent utilities and is responsible for any damage caused to existing utilities in the process of Subcontractor's Work.
31. CDM will coordinate location of dumpsters for debris. Subcontractor shall clean-up daily in strict accordance with the contract. Removal of debris not appropriate for the provided dumpster is the responsibility of the subcontractor. All roadways shall be kept clean as per local authorities. Subcontractors shall clean up any debris in the roadway and/or clean all vehicles leaving the site that they are responsible for.
32. The Subcontractor shall be represented by a person or persons authorized to represent it at weekly Safety and Subcontractor Meetings, commencing two (2) weeks prior to the commencement date of the Work covered by this Agreement.
33. The Subcontractor shall submit a daily construction report to the Contractor, which shall, at a minimum, include a description of the Subcontractor's activities for the day and any delays or hindrances encountered, a work force count by trade for the Subcontractor and any of its sub-subcontractors, and a listing of any major deliveries. The Subcontractor's daily report is due by noon the following day.
34. Warranty for this scope of work will commence based upon acceptance of the entire project by the governing authority.
35. CDM will implement a Quality Assurance Program relative to industry standards and the Contract/Bidding Documents.
36. Final Completion for this project is 304 days from Notice to Proceed from Fulton County. The Construction Documents stipulate if substantial completion is not complete in 304 days then liquidated damages in the amount of \$1,500 per calendar day will be assessed. The Subcontractor is aware that if their Contract Work is not performed in accordance with the Project Schedule, then the Subcontractor will bear the burden of liquidated damages if any are assessed on this

project. In addition, the Subcontractor will also be liable for any costs CDM incurs from late completion of work and liquidated damages.

## **Summary of Work**

1. Section 3 – General Requirements for all Work Categories
2. Section 5 - Schedule
3. Provide a Bid, Performance and Payment Bond as required in Section 2 of the Bid Requirements if bid and end Subcontract is over \$50,000.00
4. All layouts, engineering and staking to complete the work. Protection of benchmarks, existing pins and monuments, layout stakes, monuments and existing utilities is included.
5. The contractor shall furnish all labor and materials required to construct all flumes, walks, curb and gutter, concrete paving, and all other items indicated on the drawings, including preparing of subgrade for all areas mentioned, backfilling and shaping of finish grade in connection with these site improvements.
6. Verify all grades and elevations shown on drawings before proceeding with work. While grades and elevations will, in general, conform to those shown on drawings, the Architect reserves the right to make minor modifications by reasonable field adjustments prior to completion of subgrade work.
7. Furnish and install formed concrete curb and gutter as detailed. Curb and gutter shall be accurately formed to a true, clean, straight, even profile.
8. Expansion joints shall be provided per contract documents.
9. Control joints shall be provided per contract documents.
10. All curves shall be accurately formed to detail.
11. Concrete walks, and flumes shall be placed and finished in accordance with contract documents.
12. Concrete Steps shall be constructed as detailed on contract documents.
13. Construct Handicap Ramps as detailed on contract documents.
14. Concrete Paved Areas shall be constructed as detailed on contract documents.
15. Furnish and install reinforced Concrete Retaining Walls as detailed on contract documents.
16. Replace Concrete Walks, or Curb and Gutter damaged during construction between control or expansion joints. The entire panel shall be replaced.
17. All excavation and backfill needed to complete the work.
18. Contact local utility location service prior to starting work and protect all existing utilities to remain.
19. Removal from the site of debris caused by this subcontractor's work.
20. Barricade and secure all open ditches as necessary.
21. The governing authorities approval of work in roadway, flagmen and etc., must be attained prior to the commencement of work.



22. Provide all as-built drawings required to obtain the approval of the local approving authority, architect or engineer. If requested, the as-built information will be provided on computer disk in AutoCAD format.
23. Work may not be scheduled in a continuous operation. Bidder shall include all costs of re-mobilization as needed to complete the work.
24. Subcontractor shall keep all roadways clean of debris by county, city, and state requirements.

**End of Section**